

Job Description

Carpenter / Building Maintenance Worker

About Us

Ballenas Housing Society (Ballenas) is a non-profit charitable organization who develops and operates inclusive housing communities appropriate to supporting tenants in achieving and maintaining stability and wellbeing. Visit <https://ballenas.ca> for more information.

Position Summary

Reporting to the General Manager (or designate) and in accordance with the mission, strategic direction, principles and policies, the Carpenter / Building Maintenance Worker is responsible to perform carpentry related duties in addition to general maintenance functions including minor repairs at Ballenas operated properties as assigned.

Key Responsibilities

- Provide daily maintenance and repair requirements for the buildings, common areas, units, grounds and equipment of all Ballenas operated buildings and/or properties
- Effectively plan work and organize resources to perform duties
- Perform preventative carpentry and maintenance task
- Ensure work orders are completed and recorded efficiently and in a timely manner
- Diagnose, install, maintain and repair carpentry related issues at various properties
- Perform routine inspections and provide regular report updates
- Identify and report any major repair work requiring other professional trades / contractors to the General Manager (or designate)
- Perform minor building repairs / replacement to restore units between tenancies (unit turnovers)
- Work with the Supervisor to coordinate and schedule in-unit maintenance and repairs; to source and purchase parts, equipment and supplies required for repairs and maintenance; maintain orderly and organized shared workshop
- In consultation with the Supervisor work with purchasing to source parts, equipment and supplies required for repairs and maintenance; maintain orderly and organized workshop
- Participate in the on-call roster and respond to emergency plumbing, maintenance and security issues outside normal working hours
- Perform other duties as required and assigned

REQUIRED QUALIFICATIONS

Education / Experience

- Red Seal Carpenter with a minimum of 5 years' experience in residential or commercial buildings delivering high quality and efficient services plus general building maintenance
- A minimum of 2 years' demonstrated experience coordinating and supervising trades and contractors
- Experience working with vulnerable populations including seniors and persons with mental and physical disabilities, addictions issues and low literacy
- WHMIS Certificate an asset
- Occupational First Aid (OFA) Certificate an asset

OR an equivalent combination of relevant education and work experience

Knowledge

- Sound knowledge of safe work practices
- Superior interpersonal communication (oral and written), collaboration, problem solving, and organizational abilities; proven abilities in customer service and conflict resolution

- Thorough knowledge of safe work practices and WorksafeBC regulations
- Working knowledge of the Residential Tenancy Act and Human Rights Legislation
- Working knowledge of property management and inventory tools/software
- Knowledge of MS Office Suite

Skills/Abilities

- Understand and carry out oral and written instructions and maintain records
- Effectively plan and organize work and resources
- Work independently and as part of a team with effective time management
- Operate a variety of equipment, machines, hand tools and vehicles safely
- Demonstrate professional standards of personal conduct, accountability, and competence
- Maintain cooperative working relationships with the leadership teams, staff, and tenants
- Communicate, problem solve and resolve conflicts

Working Conditions

- Perform physically demanding work
- Lift and move equipment and materials
- Work outside in all weather conditions
- Exposure to equipment noise

Other Requirements

- Criminal Record/Vulnerable Sector Check
- Valid Class 5 B.C. DL with clean Driver's Abstract; plus access to vehicle
- May be required to work evenings or weekends in response to emergencies

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.

Hours of work	35 - 40 hours / week
Work week	Monday – Friday
Wage	\$ 35 / hour + comprehensive benefit package

Closing – when position is filled

How to Apply - Email cover letter and resume to hr@ballenas.ca – no phone calls.

Applicants are encouraged to apply early as the position will be filled immediately.

We thank all those interested and only those meeting our requirements will be contacted.