



T 604 439 8848  
 F 604 439 8804  
 E jobs@atira.ca

SRO Portfolio Office  
 405 Powell Street  
 Vancouver, BC V6A 1G7

## Job Posting

<b>Type:</b>	Internal/External Posting
<b>Position:</b>	<b>Maintenance Workers</b> (Indeterminate, Full Time)
<b>Hours:</b>	Monday - Friday, 8:30 a.m. – 5:00 p.m.
<b>Closing Date:</b>	Noon, Friday, February 1 <sup>st</sup> , 2019

A gratifying opportunity exists for a Maintenance Worker within Atira Property Management Inc.'s single room accommodation hotel portfolio. Atira Property Management Inc. offers quality property management services for non-profit housing, housing cooperatives, strata corporations, developers and rental properties in the Greater Vancouver area. As one of the first mission-driven companies of its kind in Canada, Atira Property Management is a social-purpose business that grew out of Atira Women's Resource Society.

### Qualifications:

The Maintenance Worker reports to the Maintenance Supervisor. Day to day duties include, but not limited to; door repairs/installations, changing light fixtures, wall plugs, wall switches, cable boxes, patching holes on walls, patching holes on ceilings, floor repairs, laying floors, setting tiles, grouting tiles, changing plumbing fixtures, installing sinks, fixing leaks, repairing baseboards, repairing window trim, and any other repair type task that might present itself. Judgement is needed and should be well thought through when recommending outside contractors for repairs that go above and beyond maintenance. During the work day interaction with tenant residents should always remain as polite and courteous. Care should be taken to not get caught into any conflicts.

### Primary Accountabilities:

- Maintenance Workers must wear PPE (Personal Protective Equipment) when carrying on daily duties
- PPE should include steel toe with steel shank work boots or steel toe shoes with steel shank (ankle high is OK). Steel shank means a boot that has a steel plate to prevent the penetration of sharp objects through the soul of the boot from underneath. Pants that fall at least below the knees. If necessary work gloves, hearing protection, safety glasses or goggles, a hard hat if working in an area with the possibility of falling debris, and fall protection if closer than 6' (six feet) from the edge of an unprotected height of 6' (six feet) or more
- Respirators or dust masks should be worn when the worker is doing tasks that create dust
- Supply own basic tool set at minimum, any additional power tools are a plus
- The Worker must be prepared to carry out different repairs at different locations each day
- Work orders will be contained within the Yardi Voyageur Application on the cell phone provided by Atira
- Workers required to input information and job times into work orders with the Yardi Voyager mobile application.
- Training through BCH is available for each Maintenance Worker and will be provided on a need basis
- The Worker must be prepared at times to work around very dirty surroundings, discarded dirty needles, cockroaches, bed bugs, gross messes in sinks and toilets, and extreme hoarding issues. Care should be taken not to offend the tenant client and if necessary it is OK to seek out support.
- When facing these issues the Worker should contact the Maintenance Supervisor or at least keep the Supervisor posted as to developments
- Workers comply with the Atira Policy and Procedures manual
- The Worker should always keep in mind that he or she is part of a larger Team and everyone on that Team is a support for one another

### Skills & Abilities:

- Maintenance Workers should have an aptitude for working at a heightened physical skill level and able to work at a measured safe pace
- Workers should have the ability to think well on the feet and able to find and invent solid solutions quickly and effectively
- Workers should be able to work well without constant Supervision
- Workers should be able to cooperate with others
- Workers should be able to communicate effectively with program staff, other maintenance workers, and the different tenant residents
- Workers should have the ability to operate simple power tools safely such as, drills, hammer drills, drill presses, drivers, skill saws, table saws, compound miter saws, routers, saber saws, and other various power tools

### Additional Requirements

- Successful candidates will provide a criminal record review
- A BC Driving License & own vehicle would be a big bonus, but not a necessity

### Application Process:

Expressions of interest, including an updated resume and a cover letter describing how you meet or exceed the above-noted qualifications, must be received by email at [jobs@atira.ca](mailto:jobs@atira.ca) or by fax at 604.439.8804 or in person at 405 Powell Street. Only short-listed applicants will be contacted.