

Employment Opportunity

Caretaker Position

Campbell River, BC

Under the supervision of the Regional Property Manager, the Caretaker is responsible for the daily upkeep and minor maintenance of our complexes. The successful candidate will be aware and sensitive to the housing needs of the Indigenous and Non-Indigenous people. The Caretaker represents the M'akola Housing Society and will ensure the Society is represented in a professional, responsible, and respectful way at all times.

M'akola offers the following:

- Competitive salary and annual reviews
- 3 weeks vacation
- Extended health and dental
- Pension plan
- Weekly on-call premium when scheduled

Duties include:

- Responding to tenant requests for repair/maintenance
- Troubleshoot and perform minor repairs/maintenance
- Maintain cleanliness at sites
- Participate in inspections as required
- Assist with unit turnover – cleaning, light repairs/maintenance
- Serving various notices
- Working with outside trades on general maintenance
- Completion of paperwork, inspection forms, work orders and other documentation as required
- Participate in the on-call schedule and responding to emergency calls in the evenings and weekends
- Other related duties as required from time to time

Requirements:

- 3+ years of experience in building maintenance
- Working knowledge of applied trades
- Strong time management and prioritization skills
- Ability to relay information in a calm, polite and respectful manner

Information for applicants:

- Must possess a valid Class 5 Driver's License, Clean Driver's Abstract
- Use of your vehicle that can hold at least 100 pounds of equipment (van or truck preferred)
- Clear Criminal Record Check required upon selection
- First Aid – Level 1 (can complete once hired)

We hire employees of all cultures including Inuit, Metis, Indigenous, status, non-status, and non-Indigenous.

Preference will be given to applicants of Indigenous ancestry (**please self-identify**) as per Section 41 of the BC Human Rights Code.

Please submit your resume to the attention of:

Human Resources

By Email: humanresources@makola.bc.ca