Dze L K'ant Housing Society

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Buildings and Maintenance Manager

ABOUT DZE L K'ANT HOUSING SOCIETY

In 2019, the Dze L K'ant Friendship Centre Society incorporated the Dze L K'ant Housing Society to own and operate culturally safe Indigenous housing in the communities we serve.

The Dze L K'ant Housing Society's goal is to ensure urban Indigenous people can afford to live safely in our communities. We aim to create a sense of belonging, cultural safety and vibrancy. Our housing projects will be places where our tenants are supported to live holistically healthy lives.

POSITION SUMMARY

The Maintenance Manager is responsible for the overall building maintenance of all Dze L K'ant housing properties. This position provides residents with a safe, welcoming, and culturally appropriate environment by maintaining facilities to high standards of safety, functionality, and appearance. The Maintenance Manager will oversee preventive maintenance programs, coordinate repairs, manage maintenance staff and contractors, and ensure compliance with all relevant building codes, regulations, and funder requirements.

This position's schedule is Monday to Friday, 8:30am-4:30pm while also requiring flexibility, including availability for on-call duties as needed for emergency repairs and urgent maintenance issues.

KEY RESPONSIBILITIES

Maintenance Operations and Property Care

- Works in collaboration with the Housing Program Manager to manage and prioritize maintenance requirements for housing program
- Plan, organize, and execute preventive maintenance programs for all housing properties, including HVAC systems, plumbing, electrical, and structural components
- Respond promptly to maintenance requests and emergency repairs, prioritizing safety and resident needs
- Conduct regular property inspections to identify maintenance needs, safety hazards, and code compliance issues
- Maintain accurate records of all maintenance activities, work orders, equipment servicing, and warranty information

- Ensure all properties meet fire, health, safety, and building code requirements and maintain current inspection certifications
- Develop short- and long-term capital plans for building facilities

Staff and Contractor Management

- Supervise, train, and evaluate maintenance staff, providing clear direction and performance feedback
- Coordinate with external contractors and service providers, obtaining quotes, scheduling work, and ensuring quality standards
- Develop and maintain positive working relationships with trades professionals, suppliers, and service vendors
- Ensure all maintenance staff and contractors comply with workplace safety regulations and organizational policies

Budget and Inventory Management

- Assist the Finance Department to manage the annual maintenance budget, tracking and providing input on expenses and identifying cost-saving opportunities
- Maintain adequate inventory of maintenance supplies, tools, and equipment, managing purchasing and storage
- Obtain competitive quotes for materials and services, ensuring value and quality in procurement decisions
- Ensure Finance department has adequate information to process invoices and maintain accurate financial records for maintenance operations

Resident Relations and Communication

- Communicate effectively with residents and staff regarding maintenance schedules, unit access, and repair timelines
- Address resident concerns and complaints related to maintenance issues in a professional and timely manner
- Coordinate with property management staff to ensure seamless service delivery and resident satisfaction
- Conduct unit inspections for move-ins, move-outs, and periodic assessments, documenting conditions and required repairs

Health, Safety, and Emergency Response

- Implement and maintain comprehensive health and safety programs for maintenance operations
- Respond to emergency situations including after-hours calls for urgent repairs, system failures, and safety hazards
- Ensure proper storage, handling, and disposal of hazardous materials and waste in accordance with environmental regulations
- Maintain emergency preparedness plans and coordinate with property management on crisis response procedures

QUALIFICATIONS AND EXPERIENCE

Required Qualifications

- Demonstrated experience in building maintenance and facilities management
- Working knowledge of building systems including HVAC, plumbing, electrical, and structural components

- Demonstrated understanding of BC Building Code, fire safety regulations, and occupational health and safety requirements
- Valid BC Class 5 Driver's License and access to a reliable vehicle for travel between properties
- Physical ability to perform maintenance tasks including lifting up to 50 lbs, climbing ladders, and working in various weather conditions
- Ability to use computerized maintenance management systems and basic office software
- Successful completion and maintenance of a Criminal Record Check as required

Preferred Qualifications

- Trade certification in relevant field (e.g., plumbing, electrical, HVAC, carpentry)
- Understanding of the Residential Tenancy Act (RTA) and its application
- Experience in social housing or non-profit housing operations
- Knowledge of Indigenous cultural safety principles and trauma-informed practices
- Experience with energy efficiency upgrades and sustainable building practices
- First Aid certification and WHMIS training

COMPENSATION AND BENEFITS

Salary Range: $40.00-$45.00 (To be determined based on qualifications and experience).

Benefits Package: Benefits included

HOW TO APPLY

Interested candidates are invited to submit a cover letter and resume outlining their qualifications and experience to hiring.committee@dzelkant.com

Dze L K'ant Friendship Housing Society is committed to employment equity and encourages applications from Indigenous peoples, members of visible minorities, persons with disabilities, and people of all sexual orientations and gender identities.