



Building Maintenance Coordinator

Work Hours: PT 28 hours/week, Tue-Fri 9-5

Nature of position: Permanent Part-Time

Position posted on: June 21, 2022

Closing Date: Open until filled

Start date: As soon as possible

Compensation: \$28.39/hour

Location: Squamish

The Building Maintenance Coordinator plans, develops, implements, and oversees the day-to-day operation of building maintenance services. They perform maintenance & repairs related to buildings, grounds, and equipment, in one or more areas such as electrical, plumbing, painting, and grounds-keeping. They also supervise building maintenance staff.

Qualifications:

1. Grade 10, plus related vocational training such as a building maintenance course.
2. Three (3) years recent related experience including one (1) year supervisory or administrative experience.
3. Or an equivalent combination of education, training, and experience.
4. Valid BC Driver's License and reliable vehicle.

Job Skills and Abilities:

1. Ability to work independently.
2. Ability to work as part of a team with a variety of staff, professionals, and other members of the community.
3. Basic computer skills using Microsoft Office (eg. Word, Excel, Outlook) and data base experience.
4. Demonstrated teamwork, leadership, and supervisory skills.
5. Working knowledge of building maintenance standards, safety, and licensing requirements.
6. Demonstrated competency in written and verbal communication skills, including negotiating and report writing
7. Strong organizational skills including experience liaising with contractors, scheduling and managing projects, and scheduling staff
8. Demonstrated skills and experience in carpentry, electrical, painting, mechanical, and plumbing maintenance.

Requirements:

1. Criminal record review
2. Signed confidentiality form
3. Approved reference check
4. Proof of full Covid-19 vaccination required

Benefits and Perks:

Healthcare: We offer an extended health program through Group Health that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

Retirement Pension: When eligible, a full-time employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, paid sick days, and more.

Compensation: \$28.39 per hour.

Apply today at: jobs@sscs.ca