



Wellness Society

KAMLOOPS / MERRITT / PENTICTON

Streets → Homes → Health → Employment

## General Maintenance Worker (Kamloops)

|                    |   |
|--------------------|---|
| <b>Reports To:</b> | Director of Resources and Property Management   |
| <b>Term:</b>       | Permanent Full-Time (37.5 hours)  |
| <b>Hours:</b>      | Monday through Friday 8:00am to 4:00pm with ½ hour paid break.<br>( <i>May be required to work evenings and hours to fluctuate seasonally</i> )   |
| <b>Wage Range:</b> | \$22.00 to \$24.00 commensurate with experience.  |
| <b>Vacation:</b>   | Permanent Full-Time/Temporary Full-Time (over three months) who work more than 30 hours per week are eligible for three weeks paid vacation in the first year and they may be taken after a successful probationary period. In the second year, this entitlement increases to four weeks. In the fifth year, the entitlement increases to five weeks. Each year after five years the entitlement is five weeks plus one day for every subsequent year to a maximum of six weeks. <i>Unless otherwise negotiated.</i> Permanent Part-Time/Temporary Part-Time employees (22.5 hours per week and over on contracts more than three months) vacation entitlements accrue each payroll according to <i>Employment Standards Act BC (as amended)</i> . Casual/On-Call/Permanent Part-Time/Temporary Part-Time employees (under 22.5 hours per week or on contracts less than three months) vacation entitlements are paid out each payroll according to <i>Employment Standards Act BC (as amended)</i> . |
| <b>Benefits:</b>   | Permanent Full-Time employees are eligible for full health benefits (minimum 30 hours per week). Temporary Full-Time employees for a term longer than three months are eligible for full health benefits (minimum 30 hours per week). These hours can be fulfilled through a variety of permanent positions. Part-Time Employees are eligible to take part in our Health Care Spending Account which provides a tax-free partial reimbursement for eligible healthcare expenses up to the bi-annual maximum for Permanent Part-Time, Temporary Part-Time and Caretakers through a third-party administrator. All employees have access to the Yearly Physical Activity Bonus, two additional ASK Statutory Holidays, Annual Retreats, Trainings, and ASK Staff Social Events.   |

**Who is the ASK Wellness Society?** The ASK Wellness Society is a not for profit organization that supports individuals within the BC Region with opportunities and the resources to change their current situation. It's about reaching out to those people who are homeless and battling addictions, helping them find housing and medical care, addressing their addictions, stabilizing mental health issues and, ultimately, providing them with the skills to re-enter the work force. The ASK Wellness Society administers an unconditional sense of hope to those who are convinced they are incapable of ever achieving a stable and meaningful life.

**Purpose and Function:** Assist the other maintenance workers and the ASK Wellness Society Property Services Team to complete repairs related to buildings, grounds and equipment, in one or more areas such as electrical, plumbing, painting and grounds-keeping.

### Specific Responsibilities:

- Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies;
- Make recommendations for major repairs and purchases to Director of Resources and Property Management;
- Perform carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilet;
- Monitor work performed by contractors, prepares estimates of labour and material costs to submit to Director of Resources and Property Management;
- Collect and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste;
- Clean external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse;
- Perform minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering;
- Complete and maintain related records such as maintenance logs and security incident reports;

- Transport equipment, furniture and supplies manually and/or using aides such as dollies and cart;
- Operate a motor vehicle to pick up and move goods and supplies;
- Arrange furniture for special events;
- Ensure compliance with all Society supportive standards, policies and procedures;
- Represent the maintenance department at Society Safety Meetings;
- When requested, be a member of the COA's Performance and Quality Improvement team in which you will encourage the organization to use data to identify areas of needed improvement and implement improvement plans;
- Other duties which may or may not be outlined in this job description.

**Qualifications and Suitability:**

- Grade 12, plus related vocational training such as a building maintenance course an asset;
- One (1) year recent related experience or an equivalent combination of education, training and experience required;
- Knowledge of mental health/addiction and homelessness an asset;
- Ability to adapt in time sensitive situations;
- Ability to work as a team member in a case management setting involving multi-agency supports;
- Understands and maintains clientele/worker boundaries;
- Strong working knowledge of community resources;
- Excellent communication, writing, documentation and organizational skills;
- Must pass criminal record check for vulnerable sector and reference screening;
- Level 1 First Aid and WHMIS required;
- Must have access to vehicle in good working condition and possess valid driver's license with relevant insurance;
- In-house Violence Prevention Training provided;
- As clients are allowed to have pets, it is noted that this is a pet friendly environment.

Effective November 1, 2021, the Society requires all employees to be fully vaccinated (as defined by Health Canada). Full vaccination will be required before commencing employment with the Society unless a legal exemption is obtained.

*The ASK Wellness Society is dedicated to promoting diversity/multiculturalism with inclusion as one of our Core Values. We are fully focused on equality and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.*

*We invite applicants to self-identify as First Nation, Métis or Inuit within cover letters and/or resumes.*

*The ASK Wellness Society now offers assistance from an Employment Advisor. If you self-identify as Indigenous (First Nations, Métis or Inuit) and would like assistance with the application process, job readiness, interview readiness or tips for resume and cover letter writing, send your questions via email and you will be redirected to the Employment Advisor.*

**Closing Date:** This position will remain open until closed

**Send cover letter and resume to:** [Careers@askwellness.ca](mailto:Careers@askwellness.ca)

**Please Reference Position:** General Maintenance Worker (Kamloops)

**Attention:** People Experience

Note: This description may be amended at any time in response to operational and funding requirements and may include other duties not outlined here.