



## **Full job description**

### **BUILDING MAINTENANCE WORKER – Coquitlam**

The Affordable Housing Societies, one of BC's largest not-for-profit affordable housing providers, is seeking Building Maintenance for properties in Coquitlam, BC. At Affordable Housing Societies, we're dedicated to "Making People's Lives Better" — for our tenants, their families, and our employees. Join an exceptional group of diverse, caring, and passionate individuals who are inspired to make a difference.

The Building Maintenance role is responsible for the general maintenance, servicing, and repairs to the building(s), equipment, furnishings, fixtures, and the surrounding grounds, including gardening and landscaping to ensure things remain in proper working condition and appearance for buildings and sites. This role is responsible for maintaining a safe and secure and welcoming environment for residents, visitors, and all staff members. They serve as the landlord's representative in matters of building management at the site(s). The position functions as the front-line contact for safety through the effective operation, maintenance, and repair of the buildings and sites.

You:

- Are a positive, detail-oriented professional
- Have a track record of effective tenant relations, facility maintenance and security, including compliance with municipal and provincial regulations.
- Genuinely enjoy providing exceptional customer service and building maintenance.
- Create an environment that feels like home - clean, safe, and well-maintained properties.
- Have a passion to maintain a great environment for residents.
- Champion the values of integrity, kindness, and compassion, and take seriously the social responsibility of effectively managing the housing of individuals of various backgrounds including many who are highly vulnerable.
- Understand and are empathetic to the many reasons individuals find themselves in precarious housing situations including trauma, addictions, mental health challenges and the confidentiality that goes along with it.

You have a minimum three years of experience as a residential rental building maintenance manager, specifically maintaining building and mechanical systems, and basic on-site building maintenance (Facilities/Building Maintenance, Security, Tenant Relations/Customer Service). Experience with Arcori PO system considered an asset but not required. You also have strong MS Office (Word/Excel) knowledge and basic knowledge of Residential Tenancy Act and Municipal/Provincial compliance regulations.

We provide a competitive salary and vacation time, along with a comprehensive total compensation package that includes employer-paid health, dental, and wellness benefits, employer-paid GRSP (Group Registered Savings Plan) contributions, excellent work-life balance, and additional perks like staff education and professional development.

For full details about us and this role, please visit our website at [www.affordablehousingsocieties.ca](http://www.affordablehousingsocieties.ca).

While we appreciate all applicants, only those selected for an interview will be contacted.

Affordable Housing Societies is committed to being an equal opportunity employer and values diversity in the workplace. We provide accommodation upon request for candidates participating in all aspects of the selection process. Employment decisions are based on qualifications, merit, and business needs.

Job Type: Full-time

Benefits:

- Casual dress
- Company events
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- RRSP match
- Tuition reimbursement
- Vision care
- Wellness program

Ability to commute/relocate:

- Coquitlam, BC: reliably commute or plan to relocate before starting work (required)

Application question(s):

- Will you be able to successfully pass a criminal record check (vulnerable sector)?
- Do you have experience with the BC Residential Tenancy Act?

Education:

- Secondary School (preferred)

Experience:

- Maintenance: 3 years (preferred)

Licence/Certification:

- BC Drivers License (preferred)

Work Location: In person