



## **Job Description Caretaker**

### **Organization Overview**

The Society of Saint Vincent de Paul of Vancouver Island (the Society) has been supporting people in need on Vancouver Island since 1916. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. Through a variety of programs, the society provides support through affordable housing, a food pantry, home visit program, day programs for persons with developmental disabilities and thrift stores providing clothing and household items to those in need, to name a few.

### **Position Overview**

Reporting to the Property Manager the Caretaker is responsible for the day-to-day management of the properties including building security, minor building, and ground maintenance, and supporting the Property Manager with administration duties and tenant relations while ensuring the society is represented in a professional, responsible, and respectful way at all times.

This position is full-time, permanent, Monday through Friday, 37.5 hours per week based out of the Administration office at 4353 West Saanich Rd.

### **Primary Responsibilities**

#### **Building and Grounds**

- Routinely inspects and monitors the property including underground parking, intermittently for maintenance status and suspicious activities and maintains a log
- When necessary, respond to after hour emergency calls as scheduled, may include weekends and holidays

#### **Maintenance Duties**

- Handles minor maintenance and repair duties as directed, reporting all major maintenance issues to the Property Manager
- Performs various inspections on a regular basis including but not limited boilers, unit turnovers, alarm system, fire panels, as directed
- Performs monthly fire system bell testing

- Performs unit turnover duties
- Completes move in/out reports and supervises moves to ensure security is maintained
- Schedules and supervises contractors
- Maintains accurate supplies, equipment, and building systems inventory
- Prepares and completes reports, forms, and daily task logs

### **Tenant Relations & Administrative Support**

- Shows available suites, as required
- Delivers notices to tenants as required.
- Retains current list of referral agencies and community resources
- Assists tenants with pest control, including providing information as per Society protocols
- Manages enter phone and FOB programming
- Provides administrative support involved in the operation of the property, according to procedures and instructions set by the Property Manager

### **Other Duties**

- Attends meetings as directed by management
- Adheres to all Society Policies and Procedures.
- Performs other related duties as assigned, which do not affect the nature and scope of the position

### **Education and Experience**

- Previous building management experience considered an asset
- Current first Aid – Level 1 considered an asset
- Experience working with youth and/or vulnerable adults an asset
- Computer literate
- Working knowledge of the Residential Tenancy Act an asset

### **Knowledge, Skills, and Abilities**

- Working knowledge of minor maintenance duties, maintaining equipment inventory, and arranging for servicing when needed including Health and Safety regulations/protocols and WHIMIS principles
- Demonstrated sound judgement with strong written, verbal, and interpersonal communication skills with an ability to work cooperatively with tenants, staff, and contractors
- Strong work ethic with a high level of organizational, record-keeping and problem-solving skills including an attention to detail.
- Self-motivated and able to work with minimal supervision

- A team player with a cooperative approach to achieving goals and objectives with various members of staff, vendors, and community agencies.

### **Additional Requirements**

- Drivers Abstract is required
- Personal vehicle insured for business
- Criminal Record Check through the Ministry of Public Safety and Solicitor General prior to hiring is required
- Following proper safety procedures is a requirement

### **Physical Assessments**

- Sufficient physical strength and stamina to perform the standard duties

### **WorkSafe BC Employee Responsibility**

- Follows safe work procedures in the workplace at all times and uses the protective clothing, devices, and equipment provided.
- Co-operates with the joint occupational health and safety committees and representatives including WorkSafe BC prevention officers and all other health and safety regulatory bodies
- Monitors the workplace for potential hazards and reports them immediately to management
- Should an injury happen in the workplace, notifies management, seeks treatment quickly and advises health care providers when the injury is work-related