



3681 3rd Ave.,
Port Alberni, BC, V9Y 4E7
Phone: 250-723-6511

Maintenance handyman – Full-time

Located on the traditional territories of the Hupacasath and Tseshaht First Nations, the Port Alberni Shelter Society (PASS) is a registered Canadian charity that is committed to providing housing, food, clothing, recovery options and employment opportunities to individuals experiencing homelessness.

We currently have an opening for a full-time maintenance worker.

Job Title: Maintenance worker

Reports to: Shelter Kitchen/maintenance manager

Start Date: As Soon As Possible

Wage: \$20.00-\$25.00/hr. pending experience.

- Paid vacation
- Health and dental benefits (effective after 90 days of employment)

Job Summary:

Our maintenance staff are responsible for the upkeep and repair of facilities across our four locations. This role includes a range of tasks to ensure that the buildings are in good repair and that any maintenance issues are addressed promptly. The ideal candidate will have experience in maintenance, a strong work ethic, and a commitment to supporting our mission. We also have a social enterprise, lawn cutting which requires lawn care for clients throughout the community.

Duties/Responsibilities:

- Grass cutting and lawn care
- Perform routine maintenance and repairs for the shelter and three additional sites, including tasks such as plumbing, carpentry, and painting.
- Conduct regular inspections of facilities to identify and address maintenance issues.
- Respond to emergency maintenance requests in a timely manner.
- Maintain accurate records of maintenance work performed and supplies used.

- Ensure that all maintenance tasks are completed in compliance with safety regulations and organizational policies.
- Assist in the setup and breakdown of rooms or spaces for events or meetings.
- Communicate effectively with staff to address maintenance concerns and schedule necessary repairs.
- Perform other duties as assigned to support the maintenance needs of the facilities.

Qualifications:

- Class 5 valid driver's license – Clean driving abstract
- Current Criminal Record Check
- Level 1 first aid

Additional Information:

- This job entails working around a broad cross section of individuals with varying needs and is best suited to individuals who like to work with people.
- Must be able to manage time according to job duties.
- Organization and communication is important when working at various sites

How to Apply:

Please email resumes and cover letters to resume@portalbernishelter.com

PASS thanks all applicants for their interest, however only those selected for an interview will be contacted.