

**COMMUNITAS – Staff Position Description**  
**SUPPORT STAFF**

**TITLE:** Repair & Maintenance Worker

**REPORTS TO:** Repair & Maintenance Coordinator

**POSITION SUMMARY**

This position is responsible to assist in the ongoing maintenance and repair of Communitas homes, properties and offices. This person will assist the Repair & Maintenance Coordinator to plan, schedule and prioritize projects to be done and bring about their completion using both internal and external resources.

**SPECIFIC DUTIES**

- Assist with maintenance and repair for Communitas buildings, properties and related equipment.
- Help establish patterns and standards of maintenance and repair.
- Assist in coordinating various construction, renovation and rebuilding projects.
- Help monitor related contracted services.
- Ensure that property and equipment is in safe working condition.
- Address repair & maintenance related emergencies as they arise and respond to regular maintenance tickets as assigned.
- Maintain daily updates of tickets in the maintenance tracking software to track work completed.
- Receive instruction from the Maintenance Coordinator for daily and weekly tasks.
- Other duties as assigned.

**REQUIREMENTS**

- Knowledge/experience with repair & maintenance in the following areas: general construction, plumbing, electrical.
- High energy and highly motivated, ability to take initiative with creativity
- Good organizational skills.
- Philosophy of service and support for people that is in line with Communitas philosophy (using Spirit of Gentleness principles).
- Ability to model appropriate behaviour (conduct, performance, concern for people, morale, compliance with policy and procedures, work performance standards, appearance, professionalism, ethics and personal integrity).
- Ability to receive direction, work as a member of the team, as well as being able to work interdependently without supervision.
- On occasion, be available (by work phone) for on-call support after regular working hours or during weekends to handle emergencies when the Maintenance Coordinator is away.
- Possession of a valid Class 5 BC drivers license