

# MAINTENANCE WORKER

## Job Description

<b>Property Type:</b>	24-Unit Housing Development (Gabriola Housing Society)	<b>Contract Type:</b>	Part-Time
<b>Reports To:</b>	Property Manager	<b>Schedule:</b>	Part-Time
<b>Experience:</b>	Minimum 5 Years	<b>Systems:</b>	Private Septic, Water & Rainwater
<b>Location:</b>	Paisley Place, Gabriola Island		

## POSITION SUMMARY

We are seeking an experienced and reliable Maintenance Worker to oversee the upkeep, repair, and preventive maintenance of a 24-unit townhouse community equipped with its own private septic and water systems. This is a part-time position. The ideal candidate is a self-directed professional with hands-on expertise in building systems, plumbing, water supply systems, septic management, and general property maintenance.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- **Septic System Management** — Monitor the on-site septic system including tanks, drain fields, and distribution boxes; coordinate pump-outs and professional inspections; ensure compliance with local health department regulations under the direction of the professional Septic System Maintenance Company.
- **Water System Operations** — Under the direction of the Water System Operator: a) monitor and maintain the well water supply system including well pumps, pressure tanks, filtration equipment, and distribution lines; perform routine water quality testing and maintain testing records; and b) inspect, maintain, and troubleshoot the rainwater collection system including gutters, downspouts, storage tanks, filtration components, and distribution plumbing; ensure system cleanliness and proper function throughout all seasons.
- **Preventive Maintenance** — Execute scheduled preventive maintenance on all building systems, common areas, and grounds; maintain detailed maintenance logs and records.
- **Plumbing Repairs** — Diagnose and potentially repair plumbing issues including leaks, clogs, fixture replacements, water heater maintenance. Coordinate with licensed plumbers for major work.
- **General Building Maintenance** — Perform routine repairs to drywall, flooring, doors, windows, locks, roofing, siding, and other structural components.
- **Electrical Work** — Handle minor electrical repairs such as outlet and switch replacements, light fixture installation, and breaker panel troubleshooting. Coordinate with licensed electricians for major work.
- **Grounds & Exterior Maintenance** — Oversee snow removal, landscaping coordination, parking lot upkeep, exterior lighting, and storm drainage systems.
- **Emergency Response** — Respond promptly to after-hours emergency calls including water leaks, sewage backups, heating failures, and other urgent maintenance issues.
- **Unit Turnover** — Prepare vacant units for new tenants including repairs, painting, cleaning coordination or sub trades, and final inspections.
- **Vendor Coordination** — Assist the Property Manager to obtain bids, schedule, and supervise third-party contractors for specialized repairs and capital improvement projects.

## QUALIFICATIONS & REQUIREMENTS

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- Minimum 5 years of hands-on maintenance experience in residential property management, multi-unit housing, or a related field.
- Demonstrated experience with private septic system maintenance and troubleshooting.
- Working knowledge of private water supply systems including wells, rainwater systems, pumps, pressure tanks, and water treatment equipment.
- Proficiency in basic plumbing, basic electrical, carpentry, drywall repair, painting, and general handyman skills.
- Valid driver's license and reliable transportation for on-call response.
- Must be a resident of Gabriola Island or Mudge Island.
- Ability to work independently with minimal supervision and prioritize multiple tasks effectively.
- Strong communication skills for interacting with tenants, management, and vendors.
- Physical ability to lift 30+ lbs., work in confined spaces, and perform tasks in varying weather conditions.

## COMPENSATION & SCHEDULE

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- Part-time position with approximately 15–20 hours per week.
- Hourly rate: \$40.00–\$50.00, commensurate with experience and qualifications.
- Mileage and ferry reimbursement for off island supply pickups when required.
- Expected start date June 1st.

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Interested candidates should submit a description of their qualifications and work history by **May 22nd** and email to:  
**Michael Smith** | Firstline Commercial Advisory Corp | [infohsgabriola@gmail.com](mailto:infohsgabriola@gmail.com)

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*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to amend and change responsibilities to meet organizational needs.*