



LU'MA NATIVE HOUSING SOCIETY

EMPLOYMENT OPPORTUNITY
For the position of
BUILDING MANAGER

Lu'ma Native Housing Society is seeking to fill the position of Building Manager on a full time basis.

Position Summary:

Under the direct supervision of the maintenance coordinator or designate, the incumbent will be responsible for the general upkeep of two (2) family housing complexes.

Key Responsibilities:

- Regular interior and exterior building cleaning and maintenance;
- Building Maintenance repairs including plumbing, electrical, carpentry, general repairs, general appliance repairs, painting, and drywall repairs;
- Resolve or note a tenant request for maintenance;
- Check emergency systems monthly/annually with annual maintenance contractor and maintain accurate ledgers of services for the review of Fire Marshall, city officials, insurance company etc.;
- Deliver various notices to tenants including time sensitive notices or other as requested by society;
- Maintain positive tenant relations, document and report all complaints to the appropriate person in a timely manner;
- Perform tenant move-in and move-out reports when required;
- Respond to on-call 24 hours for emergency on a rotating basis;
- Submit detailed written reports immediately following an extraordinary incident;
- Provide authorized contractors/persons access to the building;
- Report safety / security items to Maintenance Coordinator; and
- Ensure general safety and security within buildings; answer emergency calls and/or notify police, confirm same to the Tenant Relations Supervisor.

Qualifications/Knowledge/Skills/Abilities:

- Have current working knowledge of Residential Tenancy Act and Residential Tenancy Agreement;
- Knowledge or training in building trades;
- Must provide an excellent Class 5 driver's abstract and proof of ownership and suitable insurance for vehicle;
- Must provide a criminal records search for vulnerable sector.
- Ability to write and speak English proficiently.

Hours and Remuneration:

- Full time position 35 hours/week Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.;
- Participate on a call 24 hour emergency rotating shift; and
- Wages as per union scale 29.03 per hour after 12 months and benefits after 6 months.

Please submit resume and hand written covering letter to:

Lu'ma Native Housing Society Hiring Committee
Building Manager Competition email to: jobs@lnhs.ca

Please include 3 current references (please include full contact name, title, organization and current phone number).

Posting deadline: Competition will remain open until suitable candidates are hired.

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

Preference will be given to Aboriginal applicants.

CC: MoveUp Union