

January 2023

**\*\*\* JOB POSTING \*\*\***  
**Housing Maintenance Coordinator**  
**(Full Time – Prince George)**

The Prince George & District Elizabeth Fry Housing Society is accepting applications for a permanent, full-time position. The person in this position is required to work in a busy environment to keep multiple residential complex properties maintained and operating 24 hours a day; to implement and follow Elizabeth Fry Housing Society service programs, policies and procedures, including a monthly routine, preventative and corrective maintenance program and inventory control log; must be able to assist in coordinating other maintenance staff and follow safe work practices. The Maintenance Coordinator is expected to assist the Housing Manager in budget adherence through cost and time-saving suggestions regarding maintenance operations, inventory control, and ordering of supplies with proper authorization. Some work is required outside of normal office hours, but usually is kept to a maximum of 35 hours per week.

This person must have a valid driver's license, be self-motivated and have above average organization, time and general management skills; a high level of knowledge of residential maintenance systems as well as basic knowledge of mechanical equipment. The successful applicant will be proficient in writing of reports; have effective problem solving skills, and the ability to work under pressure. Experience and knowledge of the Residential Tenancy Act will be an asset.

Duties will include completion of service requests, scheduling and performing preventative maintenance, property inspections, coordination of contractors, coordination and supervision of maintenance staff.

The minimum qualification for this position is Grade 12 high school diploma or equivalent with 2 years full-time experience in property maintenance, a solid understanding and ability to conduct basic carpentry, plumbing and electrical functions; ability to communicate verbally and written with good English skills, and able to implement work safety programs. Must be bondable.

Wage: \$25.69 per hour plus benefits and pension

Apply with cover letter and resume to:

Claudette Plante, Manager  
Prince George & District Elizabeth Fry Housing Society  
1575 – 5<sup>th</sup> Avenue  
Prince George, BC  
V2L 3L9

**\*\*\* Eligibility requires that you have not received services from the Elizabeth Fry Society and the Elizabeth Fry Housing Society for a minimum of 2 years and that you declare any relationships that you may currently have with present staff and/or tenants. \*\*\***