

**EMPLOYMENT OPPORTUNITY**  
**Caretaker - Full Time**  
**M'akola Housing Society – Duncan, B.C.**

**Who We Are**

M'akola Housing Society (MHS) is an Indigenous affordable housing provider committed to supporting vibrant, diverse communities in British Columbia. Our portfolio spans the entire province and involves property management, asset management, Assisted Living and providing professional consulting services to other service providers.

At MHS, we have energetic and engaged teams. Each member brings a unique approach and skillset, and together we are committed to delivering high-quality service to our tenants and their communities. We strive to create a welcoming and supportive environment where all team members take personal accountability for their work, have a passion for excellence, and are encouraged to achieve their full potential.

We honour our Indigenous roots as an Indigenous organization and strive to hire and train interested Indigenous people to work in all areas of our organization. We understand that there have been historical events that have affected the identity of Indigenous people.

We accept all self-identifying Indigenous employees including status, non-status, Metis, and Inuit pursuant to Section 42 of the BC Human Rights Code. We honour and understand Indigenous cultures and values and do our best to support our employees.

If you have any questions regarding this position or applying for the position, please reach out and email us at: [humanresources@makola.bc.ca](mailto:humanresources@makola.bc.ca) or by phone: 778-402-9260. We want to support all applicants during this process.

**Position summary:**

Under the supervision of the Property Manager, the Caretaker is responsible for the daily upkeep and minor maintenance of our complexes. The successful candidate will be aware and sensitive to the housing needs of the Indigenous and Non-Indigenous people. Representing MHS, the Caretaker will ensure MHS is represented in a professional, responsible, and respectful way at all times.

This position is Monday - Friday, 8:30am - 4:30pm.

**M'akola offers the following:**

- Competitive wages and annual reviews
- 3 weeks vacation to start
- Extended health and dental
- \$250/year towards Health & Wellness
- Employee Assistance Program (EAP)

- Pension plan
- Weekly on-call premium when scheduled

**Responsibilities:**

- Respond to tenant requests for repairs and maintenance by creating work orders
- Troubleshoot and perform minor repairs and maintenance such as patching drywall, recalc plumbing fixtures, fix light fixtures, etc.
- Maintain cleanliness at sites such as picking up garbage and cleaning up debris
- Participate in inspections as required
- Assist with unit turnover by cleaning and conducting light repairs and maintenance
- Serve various notices to tenants
- Work with outside trades contractors on general maintenance
- Complete paperwork, inspection forms, work orders, and other documentation as required
- Participate in the on-call schedule and responding to emergency calls in the evenings and weekends
- Other related duties as required from time to time

**Requirements:**

- 3+ years of experience in building maintenance
- Working knowledge of applied trades such as electrical, plumbing, or carpentry (no ticket required)
- Strong time management and prioritization skills
- Ability to relay information in a calm, polite and respectful manner to community members
- Experience working with Indigenous communities considered an asset

**Other:**

- Must possess a valid Class 5 Driver's License, Clean Driver's Abstract
- Provide clear Criminal Record Check prior to hiring, costs covered by M'akola
- Willingness to follow M'akola policies and procedures
- Available to take calls outside of regular work hours
- Completed First Aid – Level 1 (can complete once hired and paid for by M'akola)



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We hire employees of all cultures including Indigenous and non-Indigenous. Our Indigenous employees have diverse backgrounds including status, non-status, Metis and Inuit. We welcome applications from all backgrounds and cultures to join our diverse team.

Preference will be given to applicants of Indigenous ancestry (**please self-identify**) as per Section 41 of the BC Human Rights Code.

Please submit your Resume and Cover Letter to: <https://makola.bamboohr.com/jobs/view.php?id=75>

**Closing Date: January 31, 2022**

Only those selected for interviews will be contacted.

*For statistical purposes please indicate where you saw this job posting i.e. job site, email etc.*

**To listen to a live presentation February 1st, 2022 at 10:00am and learn more about the above opportunity please visit; <https://events.blackpress.ca/greatervictoria> to register. You will receive log-in coordinates after registration to easily join the scheduled meeting. Any questions please feel free to send a message via live chat during the presentation.**