

Property Services Worker

Position Description

Reporting to the Facilities Manager, the Property Services worker is responsible for the hands on groundskeeping and building maintenance support for a privately owned portfolio of residences.

Responsibilities

- Provides hands on support to ensure the safe operation, troubleshooting, and general maintenance of all building systems, including HVAC, mechanical, electrical, plumbing, wastewater, security and fire protection systems.
- Performs landscaping and groundskeeping services for each property, including scheduling routine maintenance (e.g. gardening, lawnmowing, power washing, pruning, snow removal, gutter cleaning, roof repair, etc.).
- Completes delivery of cargo/packages, as required.
- Conducts routine inspections in alignment with the Facilities Manager.
- Monitors and manages pest control for the properties.
- Coordinates seasonal/holiday activities, ensuring timely scheduling and completion of projects well in advance of events/deadlines.
- Providing domestic animal care, as required (goats, dogs, cats).
- Assists the Facilities manager to ensure an effective security program is in place for the properties including grounds and structures.

Skills & Qualifications

- Certification as a Carpenter, Electrician, Mechanic, Plumber or related trade is considered an asset.
- A minimum of 5+ years' experience in facilities management.
- A minimum of 5 years' experience in general maintenance in a private property environment.
- Experience in executing property maintenance plans (including preventative maintenance schedules).
- Experience dealing with trades and/or general contractors.
- Proficiency with basic office software (Word, Excel, Outlook) as well as property management software packages.
- Strong work ethic, customer service focus, and positive "can do" team attitude.
- Ability to respond to situations with a calm and steady demeanor.
- Excellent verbal and written communication skills with the ability to draft comprehensive written reports.
- Ability to manage and maintain private and confidential information with a high degree of professionalism.
- Honesty, integrity and being intellectually curious are required personality traits.

Additional Information

The normal work schedule will be 40 hours per week; however, the incumbent must be flexible with the willingness to work evenings, weekends and holidays. In addition, while most of the time will be spent supporting the facilities located in Victoria, B.C., additional travel to alternate properties may be required.

