



Maintenance Employee

five stones inc.

Company Bio

We, Travis and Stephanie Unger, are the owners of five stones inc., a property management company caring for tenants (and their homes) in the West End and North End. We have long-term experience, living in a rooming-house ourselves with our tenants, and we have built a team of staff who truly desire to serve tenants and owners with compassion and respect. Our greatest asset is our people. Our team recognizes that everything from providing maintenance to collecting the rent, and even delivering an eviction notice, provides an opportunity to affirm the dignity of those we serve.

Job Summary

The Maintenance Employee will work alongside others on the five stones inc. maintenance staff team to complete all tasks related to the physical maintenance and pest control of properties managed by five stones inc. This is a "front-line" job which will bring the applicant into contact with vulnerable people on a regular basis. In all interactions with tenants, the Maintenance Employee will strive to treat each person with dignity and compassion in accordance with our company values.

Reports to

Maintenance Supervisor

Duties

Maintenance & Repairs:

Objective: to keep buildings in good condition in accordance with all codes and regulations

- to perform routine maintenance/repair tasks (examples: changing locks, minor plumbing, prepping suites, cleaning, drywall repairs, painting, outdoor maintenance, etc.)
- to communicate regularly with Maintenance Supervisor to prioritize, budget and schedule upcoming maintenance tasks (regular weekly planning meetings)
- work in partnership with other maintenance employees to complete larger maintenance projects
- to keep an inventory of tools and supplies needed for specific maintenance tasks and make requests for new supplies as needed
- Respond to emergency requests when required during scheduled on-call periods.

- Assist our contractor and other maintenance staff in carrying out pest control when needed.
- Other duties as assigned.

Qualifications

- A desire to provide compassionate service to low-income tenants
- Experience with home maintenance and ability to problem-solve maintenance issues
- Basic understanding of plumbing, electrical, carpentry
- Ability to plan and manage regular maintenance and renovation projects
- Need a cell phone that can be connected to our internet phone system
- Basic computer skills (email, Word, Excel) are an asset
- A driver's license and vehicle are an asset

Terms of Contract

Wage: \$18-22/hour to start

Hours of Work:

- 34-40 hours per week
- Monday to Friday 9 – 5:30 pm, or some Saturdays in lieu of a week day.
- Scheduled on call hours (responding to emergency maintenance issues at night)
- Some flexibility with hours

To apply, please send resume with cover letter explaining why you would be a good fit for the job

Travis Unger

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