



Maintenance Staff

five stones inc.

Company Bio

Five Stones Inc. is a property management company dedicated to providing safe, affordable housing. Our work is grounded in the unwavering belief that every person holds immeasurable value. Our focus is on the Spence, West Broadway, and North End neighbourhoods.

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 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

- Performs routine maintenance/repair tasks (examples: changing locks, minor plumbing, prepping suites, cleaning, drywall repairs, painting, outdoor maintenance, etc.)
- 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
- Maintains an inventory of tools and supplies needed for specific maintenance tasks and make requests for new supplies as needed
- Responds to emergency requests when required during scheduled on-call periods
- Assists 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 required

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 weekday.
- Scheduled on call hours (responding to emergency maintenance issues at night)
- Some flexibility with hours
- Mileage reimbursement
- Quarterly cash bonus for any medical needs
- Monthly phone subsidy

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

Five Stones Inc.

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