



Job Title:	Maintenance Worker
Work location:	The Haven at 240 Davis Rd, Gabriola, BC V0R 1X1
Reports To:	General Manager

Job Purpose

The Maintenance Worker assists Technicians in providing remedial and preventative maintenance, and provides general labour for other tasks that may be assigned from time to time.

Duties and Responsibilities

- **Maintenance** – assist our Technicians to protect and maintain The Haven’s assets.
- **Safety** – ensures the safety and comfort of our guest and staff. Operate according to WorkSafeBC, WHMIS/MSDS, VIHA policies and guidelines, and industry best practices.
- **Reports** – make effective use of the work order and asset management system and communicate effectively.

Work Environment

Physical demands

1. Frequently moves boxes, equipment, and other items which may weigh up to 50 pounds.
2. Often must stand or walk for long periods of time. Frequently must ascend/descend stairs, negotiate rough outdoor terrain, operate in a variety of outdoor weather conditions, reach from floor to above shoulder level, bend and squat.
3. Regularly operates keyboards, keypads, dials, switches, key and combination locks. Regularly reads electronic and mechanical displays, and maintains hand-written and typed records.
4. Often must work in areas that are dark, illuminated only by flashlight or emergency lighting.
5. Regularly works with hand tools, mechanical equipment, and chemical-based solutions.
6. Often must operate vehicles owned by The Haven.

Employee Profile

Knowledge, Skills and Experience

1. A broad range of skills and experience are preferred, covering the disciplines of plumbing, carpentry, painting, mechanical, electrical, water treatment and other systems that are in service at The Haven. Formal trade certification is encouraged but not required.
2. Basic level computer skills are required, intermediate level skills preferred. Must be able to operate a computer or tablet that requires the use of a keyboard, mouse, display screen, and audio and video devices.



3. Must have a valid BC driving license and be able to operate vehicles with a standard transmission. Driving license class 4 or above is an asset.
4. Occupational First Aid certification is an asset.

Characteristics

5. Remains aware of the work environment and operates in a safe manner at all times.
6. Reliable and responsible, operates with an owner-like consciousness.
7. Pleasant and professional demeanor, able to deal appropriately with our guests.
8. A good troubleshooter and problem solver, with an ability to quickly assess a situation, assign priorities, engage the appropriate resources, develop and execute an action plan, and effectively communicate.
9. Can work independently or as a supportive team member to accomplish tasks.
10. Self-motivated to continually improve. Keen to participate in meetings and training sessions.

Other Information

Performance

Your performance will be evaluated to include attitude, competence, conduct (as per The Haven Employee Handbook) and compatibility with co-workers.

Subject to Change

The General Manager may assign **other duties** from time to time that may be required to support The Haven's operations.

About The Haven

We're about the art and science of living well, together – helping people build richer relationships with others and themselves. For over 30 years, The Haven has developed innovative approaches to teaching and learning, challenging thousands to define and shape their lives. Visit haven.ca

Haven Foundation, a charitable not-for-profit educational organization, operates The Haven residential education centre on Gabriola Island in beautiful British Columbia, Canada, with 20 structures on nearly 7 acres of ocean-front property. We operate year-round, accommodating 100 guests with bedroom accommodations and buffet-style dining.

Amenities include meeting rooms, a heated outdoor pool (seasonal), hot tub, sun deck, fitness gym, meditation room and library. The Wong and McKeen Phoenix Auditorium is an octagonal presentation space that seats 165 theatre-style with stage, basic theatre lighting and house PA.

Water systems include rainwater harvesting, multiple wells, a complex water treatment and distribution system, large drinking water and service water cisterns, a large traditional septic field and an eco-friendly Quali-Rock septic treatment plant and forest dispersal system.

The Haven employs about 50 people in departmental operations: housekeeping and an on-site laundry, kitchen and conferences, reception, programs and registration, administration and systems, fund development, maintenance and grounds.