

Assistant Building Operator (Permanent, Part-time)

Become a part of our caring, professional team!

Villa Cathay Care Home is committed to providing the highest quality, individualized and professional care to our seniors. By creating a safe, warm, and culturally focused Home, our elderly residents and their families find comfort, respect, and dignity. Our interdisciplinary team of professionals provide care with love and respect, honoring the dignity of seniors.

Our new facility is home to over 150 individuals and we are seeking talented, passionate individuals to join our team.

What you'll do

Reporting to the Director of Facility Services, the Assistant Building Operator works closely with our Care Team to ensure smooth building operations and to maintain a safe and healthy environment for residents and staff.

The incumbent is responsible for scheduling and performing regular safety inspections and preventative maintenance of facility and equipment, troubleshooting and performing basic repairs, and cleaning facilities, equipment and grounds.

The Assistant Building Operator will also consult with and supervise external service contractors.

Duties may also include:

- Diagnosing plumbing, mechanical, and electrical issues and correcting them.
- Maintaining and repairing machines, appliances, equipment, and structures as needed.
- Supporting inspections on all site mechanical, electrical, and HVAC / BAS systems and related equipment including but not limited to boilers, heat pumps, roof top units, air conditioners, etc.
- Supporting the monitoring, testing and inspections of building security system, fire alarm panel and sprinkler system regularly for proper operation and report any discrepancies.
- Overseeing contractors when professional maintenance and/or repairs are required.
- Ordering, receiving, and keeping records of supplies & inventory delivered.
- Coordinating work schedules, job assignments and conducting performance reviews.
- Responding to and carrying out repair and maintenance requests from team members.
- Moving furniture, supplies & inventory. Some heavy lifting may be required.
- Ensuring that all work performed meets local applicable codes, guidelines and/or standards and is carried out in accordance with Worksafe BC Guidelines and Professional Standards.

- Responding to after hour calls and / or emergencies when required.

The Assistant Building Operator may be called upon to build small projects and assemble and install furniture, fixtures or equipment which requires physical ability to lift heavy items. Some work may require working from ladders.

What you bring

- Formal education or equivalent training and experience in facility maintenance/building operations with five years of recent, related experience in building maintenance. Minimum two years' experience in commercial, or long-term/seniors' care environment.
- Working knowledge of building services including air conditioning, refrigeration and electrical and mechanical equipment controls and systems.
- Thorough knowledge of electrical, plumbing and building repairs.
- Trades ticket or certificate in electrical, plumbing, mechanical or construction preferred.
- Knowledge of the current Electrical, Plumbing, Gas and Building Codes.
- Ability to communicate effectively both verbally & in writing.
- Ability to collaborate and contribute to a team environment.
- Ability to physically carry out the duties of the position.
- Ability to organize and prioritize work to deliver successful results within agreed upon time frames.
- Ability to safely operate equipment required for the position.
- Ability to learn quickly and to be flexible.
- Ability to read, write and speak Chinese is an asset.
- Valid BC driver's license (class 4 preferred).
- Ability to work on either a Saturday or Sunday is required. Some evenings may be required.

Successful applicants may be required to complete a Criminal Records Review Check.

As per the current Public Health Orders, all employees working in long term care and seniors assisted living facilities are required to be fully vaccinated for COVID-19. Proof of vaccination status will be required.

How to Apply

To apply, or for any inquiries, please email us at: hr@villacathay.ca and put "Assistant Building Operator" in the email subject line.