



Catalyst Community Developments Society is a not-for-profit real estate developer, owner, and manager/operator with over 600 affordable rental homes currently in operation, and over 1,000 additional homes and 80,000 sq. ft. of community program space currently in various stages of development across BC. We are a group of passionate, hard-working, dedicated people. We work hard, enjoy what we do, and believe strongly in our mission to build community and provide vibrant, affordable, and inspiring places to live and work.

We are currently seeking a **Residential Caretaker** to join our team. The successful candidate for this role will exhibit exceptional attention to detail, possess a warm and personable demeanor, showcase strong operational and administrative skills, and demonstrate the ability to cultivate and sustain positive relationships with tenants and other stakeholders.

As a vital part of the property operations team, the Residential Caretaker will report to the Building Property Manager and will play a crucial role in ensuring the effective management and maintenance of the building. The following outlines the key responsibilities for this position:

Property Maintenance:

- Conduct routine inspections of the building for maintenance needs.
- Perform minor repairs, adjustments, and coordinate major repairs with external contractors.
- Ensure cleanliness and orderliness of common areas, including lobbies, hallways, and outdoor spaces.

Security and Safety:

- Monitor premises security and report any suspicious activities.
- Respond promptly to emergencies and implement appropriate security measures.
- Conduct regular safety checks and ensure compliance with safety regulations.

Tenant Relations:

- Act as a point of contact for tenant inquiries and concerns.
- Assist with move-in and move-out processes, including key distribution.
- Facilitate showings of vacant units to potential tenants.
- Conduct move-in and move-out inspections with tenants.

Groundskeeping:

- Ensure that all outdoor and commons spaces, including lawns, gardens, parking areas, storage areas, etc. are always kept clean and well maintained.
- Ensure that snow and ice are cleared during winter months for safe walkways.
- Coordinate maintenance activities and work with external vendors as needed.

Administrative Duties:

- Keep accurate records of maintenance activities, repairs, and tenant communications.
- Maintain inventory for cleaning supplies and maintenance equipment.
- Report building status and ongoing projects to the property manager regularly.

**Qualifications:**

- Proven experience in building maintenance or a related field.
- Knowledge of basic repair and maintenance tasks.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively as part of a team.
- Familiarity with safety and security protocols.
- Physical fitness to perform manual tasks and lift moderate loads.
- High school diploma or equivalent.

Working Hours:

- Caretakers are excluded from certain provisions of the Employment Standards Act.
- Building Managers & Caretakers are not entitled to overtime pay.
- You must have at least 32 hours free from work each week, with 8 consecutive hours between shifts.
- Excessive hours detrimental to health or safety are not allowed.
- A cellular phone is provided for emergencies on a 24-hour basis.
- Additional service time and costs should be approved by the Employer for special events or servicing time at a rate of \$28.00 per hour.

Resident Caretaker Suite:

- An onsite apartment at the building is provided as the permanent address for the residential caretaker while employed with Catalyst.
- Rent for the Caretaker Suite will not be deducted from the caretaker's monthly salary; rent is to be paid in full by the caretaker according to the details of the tenancy agreement.
- Termination of employment will automatically terminate the Caretaker's residential tenancy agreement, subject to applicable tenancy laws and regulations.
- The building is located in Burnaby, with nearby access to Skytrain, and living in the residential caretaker suite is a requirement of the position.

If you think you'd be a good fit for us and for this role, please send your resume in pdf format to careers@catalystcommdev.org with "Residential Caretaker + Your Name" in the subject line. We look forward to hearing from you. This posting will remain open until filled.