

Service Technician:

Job post summary

Date posted: March 10, 2026

Pay: CA\$50,000.00 - CA\$58,000.00 per year

Job description:

Job Overview

In an effort to ensure we service our residents, duties and responsibilities are generally described in job descriptions, task assignments, safety and operating procedures. Flexibility in tasks, assignments and functions are preferred to ensure training and development for all employees while providing opportunities for growth, development and teamwork.

The Employee agrees to perform duties that include, but are not limited to, those duties as follows and as reasonably requested by the Executive Director of the Employer from time to time.

Facility Service Technician responsibilities include:

1. Customer Service

- Create a positive resident experience by promoting a sense of home and community.
- Perform a variety of maintenance and repair functions throughout the buildings, including but not limited to common areas, grounds, and vacant and occupied units.
- Perform work in such a manner to minimize resident inconvenience and disruptions.
- Ensure all work sites are left in safe and clean condition.

2. Administration

- Review daily work schedules with the Facilities Services Coordinator to ensure priority issues are addressed.
- Receive, review and address approved work orders.
- Utilize the property management system for data entry and building and maintaining work orders.

3. Performance

- Maintain stock rooms by determining maintenance supplies and equipment needs for the operation of the buildings and grounds, preparing Work Orders (WO) necessary to procure supplies and equipment and maintaining orderly stockrooms for easy access of supplies.
- Apply knowledge learned and attained in plumbing, electrical, mechanical and carpentry ranging in scope from elementary to skilled.
- Monitor the quality of work carried out by contractors as requested and report any deficiencies to the Manager of Facilities MF or FSC.
- Act in a proactive manner, which shall include but not be limited to repairing minor deficiencies as they are noticed and reporting all other deficiencies to the Facilities Manager or Facilities Services Coordinator with recommendations for remediation.
- Assess maintenance issues, parts, vendors and time required to complete maintenance/repair.
- Identify/clarify issues and analyze factors or causes contributing to the issue.
- List components and activities required to control or repair the problem.
- Health and safety knowledge with respect to the buildings (flooring, windows, doors, lighting, exposed wires, walls, stairs, railings, etc.) and outdoor space (sidewalks, fences, gates, playgrounds, etc.).

4. Teamwork

- Support and partner with the KHI team to ensure all goals are achieved.

- Assist the Facilities Services Coordinator for in move-out preparation between sub-trades i.e. painters, flooring contractors, etc. ensuring that all repairs, cleaning and final lock changes are completed prior to move-in of next resident. Preparation must start immediately after the move out.

5. Safety

- Must wear identification at all times while working outside of the main office.
- Personal protective equipment required as the work site necessitates i.e. steel toe footwear on construction sites, etc.

6. Other

- Participate in the mandatory on-call rotation, ensuring availability for emergencies after hours during evenings and weekends.
- Clean after waste pick-up and move bins in/out for waste collection.
- Deliver correspondence to the tenants from the head office.
- Ensure confidentiality of personal resident information, including any information that may be passed on to various trades, contractors and suppliers.
- Other duties as required.

In carrying out their duties, the Employee will comply with all reasonable instructions as may be given by the Employer from time to time.

The Employee will be employed on a full-time basis and shall well and faithfully serve the Employer and use their best efforts to promote the interests of the Employer.

Benefits:

- Mileage reimbursement

Application question(s):

- This position requires regular access to a personal vehicle. Do you have a reliable car available for work purposes?

Work Location: In person