

Maintenance Assistant Job Description

About DEWC

The Downtown Eastside Women's Centre (DEWC) exists to support and empower women and children, living in extreme poverty in the Downtown Eastside of Vancouver, who are particularly vulnerable to violence, exploitation, injustice and injury. Through low barrier Drop-In Centres and Emergency Shelters, DEWC provides basic need services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions that surround them.

Job Summary

The Facilities Maintenance Assistant is responsible for the daily operational, maintenance, and repair needs of the DEWC locations in a manner consistent with industry best practices ensuring a safe and reliable environment for the delivery of programs and services. Reporting directly to the Manager of Administration and Operations, the Facilities Maintenance Assistant will work in collaboration with other DEWC staff to ensure smooth operations of DEWC services to women. She will work from a feminist perspective and within an anti-oppression framework.

Key Duties and Responsibilities

- Ensure the maintenance and repair needs of DEWC facilities, equipment, and the environment
- Performs minor repairs and maintenance needs such as painting, replacing light bulbs and fixtures, checking kitchen filters and ventilation and other basic tasks as per scheduled preventative maintenance program.
- Ensuring furnishing and equipment are in good condition by testing and checking for defective components or parts
- Conduct routine and preventative maintenance and repair of equipment
- Handling emergency requests for maintenance services including communicating with supervisors on the maintenance status of equipment and facilities
- Ensure DEWC compliance with health and safety regulations, including fire prevention and building safety
- Ensure the maintenance of an appropriate reporting system and system of internal control.
- Recommend the purchase of supplies and equipment necessary to maintain the DEWC sites
- Completes proper documentation communicating concerns and high risk
- Other duties not specified that may be assigned from time to time

Required Qualifications:

- At least 2 years experience in general maintenance and repairs, preferably in a non profit environment
- Sound knowledge of the fundamentals of a maintenance department,
- Knowledge of the requirements of Occupational Health and Safety Act and other regulations which influence the operation of the DEWC sites
- Meticulous with attention to detail and accuracy
- Effective verbal and written English communication skills required.
- Demonstrated computer and IT aptitude including word, excel, and power point
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Have a working knowledge and analysis of the issues impacting women in the DTES, including gender based violence, mental health, homelessness, and addictions
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Strong conflict resolution skills and practice
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, volunteers, and centre members
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid certificate is required
- Candidate must undergo a criminal record check
- Hourly position that requires some work outside of normal business hours to undertake position responsibilities, meet deadlines, and ensure delivery of high-quality programs and services.

Position reports to: Manager of Administration and Operations

Organizational Status

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*x^wməθk^wəyəm*, *Skw̓xwú7mesh*, and *səl̓ílwətaʔ*), to provide a safe, non-judgmental environment for women from all walks of life, who live and/or work in the Downtown Eastside. To achieve this goal, DEWC provides supportive surroundings with meals, shelter, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighborhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty, gender based violence, and extreme marginalization. Home to populations made vulnerable including those who are homeless, have mental illness, and/or with addictions, it is also a place known for its creativity, community activism, and tenacity in the face of tremendous stigma. DEWC staff are called to enhance connections and collaboration and promote an atmosphere of safety in all aspects of their work.

DEWC acknowledges that our work environment is directly impacted by all forms of oppression and the impact of colonialism where staff will be witness to women's trauma and the consequences of injustice.