



Position Title: Property Maintenance Assistant

Position Status: Full-Time Regular

Department: Regional Planning & Housing Services

Employee Group: GVRDEU

Location: Housing – North East Area (Port Moody, Coquitlam, Port Coquitlam & Maple Ridge)

Salary Range/ Wage Rate: \$34.43 hourly plus 6.25% deferred compensation

This role receives an additional 6.25% deferred compensation on hours worked. The additional 6.25% can be taken as compensation or time off.

Our Regional Planning & Housing Services Department is seeking a Property Maintenance Assistant who will work with the North East Area team to ensure a portfolio of rental properties (apartment and townhouse sites) are well maintained using organizational technical skills to effect repairs, manage contractors and employ preventative maintenance measures.

You are familiar with building technologies, a self-starter, highly motivated and able to work independently and in a team environment.

This role: (The duties describe are intended to be representative of the position and are not to be considered as all inclusive.)

- Carry out unit and property inspections as assigned and complete related reports required.
- Carry out equipment inspections and servicing as assigned and attest to results in the prescribed reporting formats. Inspect and/or supervise the work of outside trades or contractors as assigned.
- Carry out direct maintenance repairs on assigned projects and/or on specifically assigned maintenance projects within the portfolio. Work might include electrical, plumbing, carpentry, and other related general repair or preventative maintenance activities. Typical maintenance duties will include those itemized on Appendix A. Maintain personal tool inventory as outlined in Appendix B.
- The Property Maintenance Assistant may provide assistance and support to caretaking staff to enable them to carry out minor maintenance aspects of their jobs.
- Perform such other related duties as may be assigned.

To be successful, you have:

- Grade 12 and related courses or certifications in maintenance or property operations.
- Formal training in building technology and maintenance, such as a journeyman certificate or diploma in building technology from a community college.
- A minimum of 5 years experience in property/maintenance work.
- Bondable and possesses a valid BC driver's license.
- Small tools and hand tools etc. necessary to carry out general building maintenance work.
- Ability to assess the quality of work being carried out by independent trades or contractors in order to be able to recommend acceptance of it.
- Physical ability and knowledge required to carry out a wide range of maintenance and property repairs and ability to maintain required maintenance reports, written inspection reports, etc.
- Ability to communicate effectively and positively with clients, other staff, independent trades and contractors.
- A good knowledge and understanding of residential building and construction techniques and practices.
- A good knowledge of residential maintenance and renovation methods, materials and equipment.
- A good knowledge of building codes and municipal requirements including safety and fire protection.
- Completion of a Criminal Records Check.

*Appendix A and Appendix B are available in Human Resources upon request.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by November 25, 2025.