



## Nelson Community Services

### Cicada Place Live-in Caretaker

### Contract Position

#### Duties & Responsibilities

- Perform general building maintenance & corrective interior & exterior minor repairs.
- Maintain the safety & security of the building and property.
- Provide custodial services for offices & maintain order, cleanliness, & appearance of common areas.
- Carry out procedures related to fire safety & testing.
- Conduct monthly site inspections of building & of apartment units at least once annually.
- Prepare vacant units for occupancy.
- Maintain a physical presence on nights, weekends, & holidays. Respond to resident inquires, requests, & problems when on duty. Deal with emergencies & provide onsite security. Enforce program rules related to safety/security consistent with Cicada Place policies & procedures & residential regulations.
- Provide grounds keeping & maintenance of parking area, including snow & ice removal. Sweep and maintain all sidewalks.
- Dispose of all recycling and refuse in an approved and environmentally safe manner.
- Act as an independent Contractor.

- Building maintenance/custodial experience
- Ability to troubleshoot situations and determine solutions.

## **Qualifications**

- Excellent interpersonal and communication skills
- Proven organizational skills.
- Experience working with vulnerable youth an asset.

## **Other Information:**

- A clear criminal records check required as is a valid BC Drivers's License and reliable vehicle.
- Must provide his/her own hand tools required for the performance of duties.
- Compensation for the Live-In Caretaker Position includes a two-bedroom apartment at Cicada Place. In addition, a Contract fee is paid in the amount of \$614.08 on the 15<sup>th</sup> and 30<sup>th</sup> day of every month.

## **To Apply:**

Please submit a letter of interest and a current resume to:

Joyce Dahms- Whiffen, Program Director at [jdahms@servicesfyi.ca](mailto:jdahms@servicesfyi.ca)

Closing Date: noon May 1<sup>st</sup>, 2024