



Maintenance Repairer/Van Driver

Organization: Happy Valley-Goose Bay Housing and Homelessness Coalition (HVGBHHC)

Employment Type: Full-time, Permanent (35 hours weekly)

Number of Vacancies: 1

Location: Happy Valley-Goose Bay, NL

Job Summary: Reporting to the Executive Director, the Maintenance Repairer/Van Driver is responsible for the general maintenance, repair, and upkeep of the Coalition's housing properties and grounds, while also providing transportation services to tenants using the Coalition's accessible van. The successful candidate will help ensure our housing units remain safe, functional, and well-maintained while contributing to the independence and well-being of our tenants.

Key Responsibilities

- Perform routine maintenance and repairs within residential units and common areas.
- Install and replace appliances, fixtures, hardware, and other building components.
- Repair items such as doors, locks, doorknobs, cupboards, shelving, flooring, drywall, and other minor building systems.
- Investigate maintenance concerns reported by tenants and determine appropriate repairs or arrange specialized contractors when required.
- Complete preventative maintenance inspections and maintain accurate maintenance records.
- Ensure all housing property and equipment are maintained in clean, safe, and professional condition.
- Perform seasonal exterior maintenance including lawn care, grass cutting, snow clearing, ice control, litter removal, and general property upkeep.
- Operate and maintain maintenance equipment and tools in a safe manner.
- Transport tenants to medical appointments, grocery shopping, community programs, and other approved destinations using the Coalition's accessible van.
- Assist tenants with boarding and exiting the vehicle as required while providing respectful, professional customer service.

- Conduct routine vehicle inspections, maintain cleanliness of the van, and report maintenance concerns.
- Willingness to respond to urgent maintenance emergencies after regular business hours as required.
- Perform other related duties as assigned.

Qualifications

- Experience in general building maintenance, property maintenance, carpentry, or a related trade.
- Working knowledge of basic plumbing, electrical, carpentry, and general repair techniques.
- Valid Class 5 and Class 4 Driver's License with a clean driver's abstract.
- Experience in operating lawn care and snow removal equipment, as well as tools required for household and property maintenance.
- Ability to work independently with minimal supervision.
- Strong problem-solving and organizational skills.
- Excellent interpersonal and communication skills.
- Ability to perform physically demanding work, including lifting, bending, climbing ladders, and working outdoors in varying weather conditions.

Assets

Preference may be given to candidates with experience in:

- Residential property maintenance.
- Operating accessible or passenger vans.
- WHMIS, First Aid/CPR, or Occupational Health & Safety training.

Please submit your résumé and cover letter by email to **seniors@hvgbhousing.com** no later than **Thursday, August 6, 2026, at 4pm.**

We thank all applicants for their interest in this position; however, only candidates selected for an interview will be contacted.