Castlegar Community Services
Serving Castlegar & Districts

Property Operations Assistant

Job Posting

Part-Time | One-Year Term | Excluded Position

Location: Castlegar, BC

Hours: 4 days a week, 6 hours each day

Wage: $$39,936 per annum

Start Date: December 1st, 2026

Application Deadline: November 13th, 2026

About Castlegar Community Services Society

Castlegar Community Services Society (CCSS) is a community-based, non-profit organization providing a broad range of social services and supports to individuals and families in Castlegar and surrounding communities.

Our work includes housing and shelter services, family and youth supports, seniors' services, counselling, outreach, and other community-based programs.

We are committed to providing inclusive, respectful, and responsive services that strengthen the well-being of individuals and our communities.

About the Position

CCSS is seeking a practical, resourceful, and organized **Property Operations Assistant** to support the day-to-day maintenance, upkeep, and administration of our properties.

This position combines approximately equal parts hands-on property work and administrative responsibilities. We are looking for someone who enjoys practical problem-solving, takes initiative, and is comfortable rolling up their sleeves to get the job done.

On any given day, this position may involve completing minor repairs, clearing garbage or unwanted items, cleaning and preparing a residential unit for occupancy, shovelling snow, checking the quality of contracted cleaning services, coordinating tradespeople, or completing administrative tasks at a computer.

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The successful candidate will be able to accurately assess maintenance concerns, identify practical solutions, determine which tasks can be completed independently, and recognize when qualified tradespeople or specialized services are required.

Equally important is the ability to stay organized, maintain accurate records, communicate effectively, and use computers to support property operations.

The position reports to the Property Manager and contributes to maintaining safe, functional, clean, and welcoming environments for tenants, clients, staff, and visitors.

Key Responsibilities

Hands-On Property Maintenance and Upkeep

- Complete routine property maintenance, minor repairs, and general upkeep.
- Perform practical tasks including garbage and debris removal, sweeping, occasional cleaning, snow shovelling, landscaping, and groundskeeping.
- Clear, clean, and prepare residential units for occupancy, including removing authorized unwanted furniture, belongings, and materials.
- Conduct regular property checks and identify maintenance, repair, and safety concerns.
- Assess maintenance needs, identify appropriate solutions, and determine when specialized trades or contractors are required.
- Assist with moving, organizing, and maintaining furniture, equipment, and property supplies.
- Ability to safely use ladders to perform maintenance tasks at heights of up to 10 feet, in accordance with applicable safety procedures and training.

Janitorial Coordination and Property Cleanliness

- Serve as the primary day-to-day contact for contracted cleaning services.
- Monitor the quality and completion of cleaning work across assigned properties.
- Identify cleaning deficiencies, communicate expectations, and ensure appropriate follow-up.
- Coordinate cleaning schedules, additional cleaning needs, and unit preparation.

- Monitor garbage, recycling, and waste disposal areas and address concerns as needed.
- Complete minor or urgent cleaning tasks when required.

Administration and Contractor Coordination

- Maintain accurate electronic maintenance, inspection, cleaning, and property records.
- Track maintenance requests, outstanding tasks, and completed work.
- Assist with obtaining quotes, coordinating contractors, and scheduling approved repairs and inspections.
- Assess and verify the completion of contractor work, reporting deficiencies and outstanding concerns.
- Support documentation related to unit inspections, tenant administration, and property operations.
- Purchase supplies and materials within established authority.
- Communicate regularly with the Property Manager, staff, contractors, and tenants.
- Complete routine administrative tasks and contribute to property reporting.

Property and Tenant Support

- Assist with scheduled unit inspections, tenant move-ins and move-outs, and property access coordination.
- Respond respectfully to routine tenant questions and refer more complex matters to the Property Manager.
- Support the safe, respectful, and welcoming operation of CCSS properties.
- Participate in scheduled after-hours emergency property-response coverage.

Qualifications and Abilities

Required

- Demonstrated practical experience in property maintenance, building upkeep, basic repairs, or comparable hands-on work.

- Strong problem-solving skills and the ability to accurately assess maintenance and repair needs.
- Willingness and ability to undertake physical work, including cleaning, lifting, carrying, snow removal, and outdoor maintenance.
- Basic computer proficiency, including email, electronic documentation, and recordkeeping.
- Strong organizational skills, attention to detail, and the ability to manage multiple priorities.
- Ability to work independently, take initiative, and exercise sound judgment within established responsibilities.
- Clear, respectful written and verbal communication skills.
- Reliability, adaptability, and willingness to take on a variety of responsibilities.
- Ability to maintain confidentiality and appropriate professional boundaries.
- Valid driver's licence and access to a reliable vehicle with appropriate insurance for work-related travel.
- Ability to provide satisfactory Police Information and Vulnerable Sector Checks, as applicable to the position.

Assets

- Experience in carpentry, trades, property maintenance, or residential property management.
- Experience working in supportive housing, shelter, or community service environments.
- Proficiency with Microsoft Office applications, including Outlook, Word, and Excel.
- Relevant maintenance, building safety, or trades training and certifications.
- Experience coordinating contractors, obtaining quotes, or maintaining property records.

We recognize that relevant skills can be developed through employment, education, volunteering, and other practical experiences. Candidates who meet the core requirements are encouraged to apply even if they do not possess every listed asset.

Working Conditions and Employment Details

This position involves a combination of physical property work and computer-based administrative duties, with an anticipated balance of approximately 50% each.

Work may take place indoors and outdoors across multiple CCSS properties, including occupied residential and program environments.

The successful candidate must be comfortable performing physically demanding work, including regularly lifting and carrying up to 50 lbs using safe lifting practices and appropriate assistance or equipment.

Employees are expected to supply ordinary hand tools appropriate to their assigned work. CCSS will provide required specialized equipment and personal protective equipment.

The position is scheduled for approximately 15–24 hours per week, with flexibility according to property and organizational needs.

Participation in an alternating after-hours emergency-response rotation is required, anticipated to be one week on-call followed by one week off-call. The employee will earn seven hours of paid flex leave for each completed on-call week, normally taken during the following week on a day agreed upon with the Property Manager.

Employees regularly working at least 20 hours per week may be eligible for organizational benefits, subject to applicable plan requirements.

Our Commitment to Inclusion

CCSS is committed to building a diverse, inclusive, and respectful workplace. We welcome applications from people of all backgrounds and identities, including Indigenous peoples, racialized individuals, persons with disabilities, and people with diverse lived experiences.

Accommodations are available throughout the recruitment process upon request.

How to Apply

Please submit your resume and a brief cover letter outlining your relevant maintenance experience, administrative skills, and interest in the position to:

Castlegar Community Services
Serving Castlegar & Districts

info@castlegarcommunityservices.ca

Email subject: Property Operations Assistant Application

Applications will be reviewed as received, and the position will remain open until filled.

We thank all applicants for their interest. Only those selected for an interview will be contacted.