



ON-SITE SECURITY / FACILITY MAINTENANCE

ABOUT US

Located on the shores of Stave Lake in Mission, BC, just one hour east of Vancouver, Zajac Ranch for Children is situated on over 40 acres of pristine forested land. During the summer months, Zajac Ranch provides camps for children and young adults with chronic, life-threatening and/or debilitating conditions. In the off-season, Zajac Ranch welcomes school groups and private rentals. Revenue raised from site rentals goes to supporting Zajac Ranch for Children summer medical camps.

Zajac Ranch for Children is looking for a mature, experienced and energetic candidate to fill this position. ***The Resident Caretaker is required to live on-site, year round; private living quarters are provided.***

Responsibilities

- On-call duty 24/7 for site responsibility and security
- Ensure site security by closing gates, locking doors, and being aware of visitors on site
- Perform routine maintenance on buildings and equipment, including electrical, carpentry, drywall repair, painting, mechanical and plumbing. The caretaker must be able to work outdoors in all weather conditions.
- Liaise with outside contractors for larger maintenance and construction projects
- Ensure accurate inventory and storage of all tools and equipment
- Other duties as assigned by Zajac Foundation management

Qualifications

- Knowledge of and experience with building maintenance systems, including but not limited to plumbing, electrical, and fire protection
- Experience in construction preferred
- Experience as millwright preferred
- Knowledge of maintaining log books, tool inventory, water treatment records, maintenance of pumps, HVAC
- Have efficient, safe work ethics
- Self motivated and pro-active
- Good interpersonal and communication skills
- Organized, hard-working and detail-oriented
- Proficient in written and spoken English
- High School Education or equivalency
- Additional tradesman tickets or certificates an asset
- Previous experience working in a camp or resort environment

Compensation: \$45,000 per annum range starting salary plus benefits and on site accommodation

TO APPLY

Please send resume and cover letter stating salary expectations to:

Sheila Smith, Executive Assistant / Office Manager

Email: caretaker@zajacranch.com

Fax: 604-739-0441

www.zajacranch.com