UNIVERSITY NEIGHBOURHOODS ASSOCIATION

Job Posting

Position:	Operations and Facilities Technician (Part-Time)
Effective Date:	October 29, 2026
Department:	Operations
Reports To:	Operations and Facilities Specialist
Direct Reports:	N/A

The University Neighbourhoods Association (UNA) is seeking to fill the position of **Operations and Facilities Technician (Part-Time)**. The UNA is a not-for-profit organization that provides municipal-like services to approximately 17,000 residents who live in five separate Neighbourhood Housing Areas on the Campus at the University of British Columbia (UBC).

Reporting to the Operations and Facilities Specialist, the Operations and Facilities Technician (Part-Time) is a vital, hands-on role responsible for rapid assessments and serving as the first responder to municipal service requests and facility maintenance requests. This position serves as the front-line responder for repairs, assessments, and inspections of our public realm.

Key Responsibilities

- **First-Response & Repairs:** Perform initial assessments and first-deployment repairs for municipal and facility issues (e.g., irrigation faults, leaks stoppages, door hardware, furniture installation and parking signage).
- **Public Realm Auditing:** Conduct regular inspections and audits of the public realm; document findings to track asset condition and ensure service standards are met.
- **Municipal Coordination:** Work closely with the municipal team and sub-contractors to coordinate service delivery across park spaces, facilities, and public areas.
- **Asset Management Support:** Maintain accurate asset inventory documentation and assist in the strategic upkeep of infrastructure.
- **Departmental Collaboration:** Collaborate with the Operations Department regarding community garden maintenance, parking signage maintenance, parking reservations, outdoor item replenishment and facility-related first response.

Qualifications

- **Education:** Completion of Grade 12 or the Canadian Adult Education Credential (CAEC).

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- **Experience:** A minimum of two years of experience in facility/infrastructure maintenance or municipal setting. Experience in facility maintenance is preferred, along with a high level of proficiency in the use of related hand and power tools and maintenance equipment. Previous experience, training or Certification of Qualification from SkilledTradesBC in qualified trades such as plumbing, irrigation systems, HVAC systems or playground inspection would be an asset.
- **Technical Proficiency:** Proficiency in the Microsoft Office suite and related administrative software.
- **Skills:** Exceptional organizational skills, strong attention to detail, and the ability to effectively multitask and prioritize competing deadlines.
- **Attributes:** A self-directed, creative professional who thrives in a dynamic environment and possesses the communication skills required to engage effectively with diverse stakeholders.

Working Hours & Conditions

- Hours may vary and require evening, weekend, and holiday shifts to minimize downtime and ensure the ability to respond to emergency maintenance requests.

If you are a self-directed, creative professional who works well in a challenging and rewarding environment, this position may be for you. The University Neighbourhoods Association offers a competitive salary, and the opportunity to work with an outstanding team.

If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter to:

Attention: Wegland Sit
University Neighbourhoods Association
#202-5923 Berton Avenue
Vancouver, BC, V6S 0B3
Email: wegland.sit@myuna.ca

For more information on the UNA, and to view the detailed job posting, visit https://www.myuna.ca/careers/

Application Deadline: December 11, 2026

Expected Hours: 20 hours per week

Compensation: $28 – $35 per hour, commensurate with experience

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