

Position: Maintenance and Infrastructure Specialist

Reports to: Maintenance Manager

Start Date: end of January/February 2026

Location: In-person, Cortes Island

Term: One year term, with extension to a permanent and ongoing position after a successful end of term review

Compensation: \$80,000 - 90,000 annually ,plus complete health benefits after 90 day probationary period

ABOUT THE ROLE

Our Maintenance and Infrastructure Specialist is a crucial role for directing and providing expert level maintenance operations for our Cortes Island Campus, including 2 offsite properties, and is responsible for the general servicing and repair of our infrastructure, equipment, furnishings and fixtures.

The Maintenance and Infrastructure specialist is a versatile and highly skilled leader who will actively update and upgrade our facility, as well as lead the development and creation of standard maintenance routines for the care of all buildings, systems, and vehicles. The person in this role will excel in some of the hands-on skills required to identify and address the maintenance needs of the campus including; well water, septic and hot tub mechanical systems, construction, cabinetry, basic electrical and plumbing. Strong relationships with other contractors on Cortes or the willingness to develop these is crucial. The success of this role relies on a strength for independent and group problem solving skills and strong communication abilities, as well as the ability to work effectively within a limited budget to prioritize projects and repairs.

The Maintenance and Infrastructure Specialist has a desire to nurture our collaborative team culture and prioritize safety.

KEY RESPONSIBILITIES

- Ensures effective building, systems and equipment inspections and audits are performed annually, monthly or when required.
- Setting a positive work environment for the maintenance team, which values communication, kindness, striving for excellence and a willingness to reprioritize tasks based on emergent campus needs. This position may also include

scheduling, task delegation, performance management, training and development.

- Perform regular maintenance on all Campus infrastructure and equipment, including vans and golf carts.
- Identify and contact contractors when repairs or new builds are outside the scope of your expertise. Have contractors come on a scheduled basis when needed.
- Work with the Maintenance Manager to create and update Maintenance department manuals including emergency systems and power outage procedures.
- Working with the Maintenance Manager to responsibly work within the annual maintenance budget.
- Work Collaboratively with the CEO, Campus Planning Committee, & Capital projects on major maintenance and renovations.
- When it's fiscally appropriate, Provide departmental or contractor expertise in the development of eco-conscious upgrades and sustainability throughout the campus.
- With the Maintenance Manager, plan and implement a daily, weekly, monthly, and annual schedule of preventative maintenance to ensure the infrastructure, equipment, and vehicles are safe and in good working order.
- Responds to all maintenance requests and effectively communicates with all Campus departments and staff, especially Guest service and kitchen requests.
- Ability to immediately respond to any maintenance needs that will impact the guest experience.
- Responsible for ensuring appropriate building and systems regulatory code compliance.
- Provide advice and guidance on facilities issues and assists with the development of policies and procedures.
- Willingness to take on the Management of the Maintenance department, after the successful completion of the "limited one year term" and when agreed up by the Maintenance Manager and the Maintenance and Infrastructure Specialist, based on leadership skills and development.
- Willingness to get certifications needed to care for our Hot tubs.
- On call some evenings every week, to respond to maintenance emergencies or anything which impacts the guest experience and requires a maintenance person to address it.

SAFETY

- Follows and engages in all health and safety policies and procedures to reduce the risk of injury to self, staff and guests

- Actively collaborates with Campus Director, Campus Managers and staff to promptly address hazardous or potentially hazardous situations.
 - Works in compliance with all WorkSafe BC and Health Authority requirements.
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QUALIFICATIONS

- 7 - 10 years minimum relevant experience
 - Expertise in 3 of the following areas: carpentry, cabinetry, electrical, plumbing, mechanics, septic systems, well water systems.
 - Experience and knowledge of using and maintaining chainsaws, wood shop equipment, carpentry tools, vehicles.
 - Able to lift (100lbs) and be on your feet moving for up to 8 hours. Must be physically fit and able to move quickly on uneven terrain.
 - Excellent organizational and time management skills.
 - Must possess a valid provincial driver's licence and have access to a vehicle,
 - Must be prepared to respond to emergency situations and schedule on call after hours support.
 - The successful candidate must be legally able to work in Canada and enjoy living in a remote setting.
 - Relationships with the local Vancouver Island contractors and Cortes contractors or willingness to build these strong relationships.
 - An ability to trouble shoot issues with: well water systems, basic machines like the kitchen dishwasher, gas range, ovens, laundry equipment, generators.
 - Excellent communication skills.
 - Ability to understand and manage stress so it does not negatively impact the team.
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WORK SETTING

- Working outside in all weather conditions, as well as in our buildings and in the maintenance shop.
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APPLY

Please apply using the online form at hollyhock.ca/jobs
You will have an opportunity to upload your resume and cover letter.

or

email: jodi@hollyhock.ca

with your expression of interest, and a resume/CV or list of relevant experience.

Please get your application in as soon as possible.
Only short-listed candidates will be contacted.
Application deadline is January 11th, 2026