



Job Title:	Facilities & Maintenance Assistant	Location:	Port Alberni
Department:	Maintenance	Employment Type:	Full-Time
Reports To:	Journeyman		

About IGV Housing

IGV Housing is redefining how homes are built in Canada. From our advanced manufacturing facility in Port Alberni, we deliver precision-built homes through the country's first true Hybrid Construction System—combining the speed of off-site manufacturing with the flexibility of on-site construction.

Our patented SmartCore and PrecisionBuilt systems allow us to build homes up to 50% faster, with dramatically less waste and significantly lower cost. Every home is engineered for quality, energy efficiency, and long-term durability, making housing more attainable for Canadians while strengthening communities.

At IGV Housing, our mission is clear: drive the price of housing down and bring homeownership back within reach. We are building more than homes—we are building opportunity, stability, and a better future for the next generation. Join a team leading the shift toward smarter, faster, greener residential construction across the country.

About the Role

The Facilities & Maintenance Assistant plays a critical hands-on role in supporting building facilities operations, scheduled maintenance, equipment support, and general facility upkeep.

This role supports the Journeyman and the maintenance team in equipment maintenance, installations, repairs, and preventative maintenance execution. The position requires a strong work ethic, attention to detail, and pride in maintaining a clean, safe, and well-run facility.

Key Responsibilities

Building Facilities – Repairs, Improvements & Maintenance

- Support ongoing building facility repairs, improvements, and maintenance projects
- Assist with minor building repairs including fixtures, doors, fencing, walls, and external structures
- Support lighting, ventilation, compressed air, extraction, and general building systems upkeep
- Identify and report facility deficiencies requiring corrective action
- Assist with facility improvement projects to enhance safety, workflow, and operational efficiency

Scheduled & Preventative Maintenance Support

- Support execution of scheduled maintenance programs across plant equipment and facility systems
- Assist the Journeyman and Maintenance team with preventative maintenance tasks
- Perform inspections and complete maintenance checklists as directed
- Support lubrication schedules, equipment cleaning, and basic service routines
- Maintain accurate documentation of maintenance activities



Equipment Maintenance, Installations & Repairs

- Assist with equipment installations, adjustments, and setup activities
- Support mechanical maintenance and minor repair work under direction
- Assist in troubleshooting basic equipment issues
- Prepare tools, materials, and work areas for maintenance projects
- Maintain organized spare parts and consumables inventory

Facility Clean-Up & Housekeeping

- Maintain cleanliness across manufacturing, storage, and common areas
- Perform daily clean-up of workspaces, plant rooms, and exterior areas
- Support waste removal, sweeping, dust control, and general housekeeping
- Assist with grounds maintenance including litter removal and seasonal snow/ice clearing
- Promote a culture of cleanliness, organization, and pride in the facility

Materials Handling & Forklift Operations

- Operate forklift safely to move materials and equipment within the facility
- Load, unload, and stage materials in accordance with safety procedures
- Maintain organized and safe material storage areas
- Conduct pre-operational forklift inspections and report defects

Safety & Compliance

- Follow all health and safety procedures including PPE requirements
- Support lock-out/tag-out compliance when assisting maintenance activities
- Participate in safety meetings and training sessions
- Report hazards, unsafe conditions, and incidents promptly

Qualifications & Experience

- Experience in manufacturing, facilities, warehouse, or trades environment preferred
- Valid Driver's Licence
- Forklift certification
- Mechanical aptitude and willingness to learn
- Physically capable of performing manual tasks safely
- Basic computer literacy for task documentation

Personal Attributes

- Reliable and punctual
 - Hands-on and practical
 - Strong work ethic and attention to detail
 - Positive attitude and team-oriented mindset
 - Safety-focused and accountable
-