



Job Title: General Maintenance Worker (21 hours/week)

Program: Facilities & Property Management

Reports to: Team Lead, Facilities & Property Management

Responsibilities

- Responsible for general maintenance and repairs of main building (60 Bond), Centre Street Lofts and group living facilities including:
 - o Minor electrical, plumbing and HVAC
 - o Furniture moves
 - o General repairs including painting, carpet cleaning, spill clean-up etc.
- Responsible for inspections and cleaning of main building (60 Bond), Centre Street Lofts and group living facilities that includes stairwells, utility/storage rooms, bathrooms, basements, exterior spaces etc.
- Completes subsidized unit turnovers including cleaning, repairs, disposal of items and furniture moves
- Ensures all entrances (60 Bond & Centre Street Lofts) are secure, clear and accessible including snow removal, salting, general cleaning etc.
- Responsible for maintenance item purchases and maintaining inventory of building maintenance supplies
- Completes subsidized unit set ups including purchases, arranging delivery and set up of items
- Providing back up support for building issues/concerns and property related items as required
- Other duties as assigned

Requirements

- Minimum of three years maintenance experience
- Knowledge of heating, cooling and ventilation systems
- Ability to perform minor repairs in plumbing, electrical and general building maintenance
- Knowledge of building renovation
- Ability to work independently
- Experience and knowledge of life safety systems
- Ability to adapt quickly to change and deal with sudden urgent issues
- Good communication (written and verbal) and organizational skills
- Ability to lift up to 75 lbs
- Valid Ontario Driver's license, access to a dependable vehicle in safe working order and appropriate insurance coverage
- Knowledge of MS Office (Word, Excel, and Outlook), as well as the internet

Application Procedure

1. Forward cover letter and resume to: recruitment@cmhadurham.org
2. Deadline for applications is August 31, 2017