

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2024-97**

<b>POSITION TITLE:</b> Maintenance Worker	
<b>DEPARTMENT:</b> Housing	<b>STATUS:</b> Regular Part-Time, CUPE 7797
<b># HRS / WEEK:</b> 15	<b>CONTRACT DATES:</b> n/a
<b>REPORT TO:</b> Property Manager	<b>HOURLY RATE:</b> \$25.05
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** This position is responsible for the overall cleaning and maintenance of the buildings under the supervision of the Property Manager and/or designate staff. The Maintenance Worker is responsible for the cleaning of common areas/grounds, major repairs and/or work orders. The role ensures the general health and safety of tenants, staff and visitors. The position is part of **CUPE Local 7797**.

### MAJOR DUTIES:

- Troubleshoot for maintenance problems, and resolve them as soon as possible
- Complete assigned tenant work orders in order of urgency.
- Work a rotational on-call schedule that may include evenings and weekends
- Necessary upkeep of interior/exterior grounds and walkways including snow removal and lawn maintenance.
- Maintain the interior of the building in an appropriate state of cleanliness, including maintenance of interior common room, corridors, elevators, garbage and recycling removal etc.
- Schedule unit and maintenance system inspections in a timely basis to ensure safe and functional operation of, fire equipment, hot water pressure and gauges, and air compress
- Develop and implement a Preventative Maintenance Program in conjunction with the Property Manager and/or designate staff.
- Undertake technical and mechanical installations and/or repairs, (e.g. fan coil units, electrical appliances, etc.), install and repair minor plumbing issues, install and repair electrical equipment, (e.g. switches, lighting fixtures, etc.)
- Daily inspection and necessary action of the mechanical equipment
- Regularly test systems and inspect buildings.
- Ensure buildings comply with Fire Code Regulations, and conduct regular Fire Drills under the supervision of the Senior Housing Manager and/or designate staff.
- Implement and adhere to the legal requirements of the Ontario Building Code and The Residential Tenancy Act
- Communicate all building/tenant issues to the Property Manager and /or appropriate staff
- Ensure that all necessary maintenance supplies are in stock, including plumbing and appliance parts
- Monitor and follow up on warranties and insurance for maintenance and building equipment.
- Promptly deliver tenant key packages, maintain building key register, repair and change locks when necessary and advise the Property Manager and/or designate staff.
- Conduct yearly unit inspection, complete checklist, and ensure repairs on units are completed satisfactorily.

### REQUIREMENTS & QUALIFICATIONS:

- Minimum 3 years related training and experience with internal/external building maintenance
- WHMIS training
- Able to lift 50 pounds
- A valid Ontario Driver's License is preferred
- Knowledge of Health & Safety standards, building code and fire regulations, etc
- Knowledge of the proper use of cleaning equipment, cleaning chemicals and supplies
- Demonstrated communication, interpersonal and time management skills
- Promptness, reliability, high level of responsibility
- Must be bondable
- Must be willing to carry an Agency cell phone and work an on-call schedule.

**To apply, submit your resume with "TNG2024-97" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement