

**Hugh Garner Housing Co-operative  
Maintenance Worker job posting  
March 2019**

Hugh Garner Co-operative, located in the Cabbagetown neighbourhood of downtown Toronto, is seeking a full-time Maintenance Worker for (35) hours per week.

We are a non-profit housing provider seeking an experienced maintenance worker for its 181-unit 8 storey building.

**Key Responsibilities:**

- Perform and complete daily, weekly and monthly checklists on building equipment and maintain records of scheduled maintenance procedures
- Assist with monthly building maintenance safety compliance
- Perform preventative maintenance tasks essential to extending lifecycle of equipment and building
- Manage member work-order requests for repairs, including proper follow-up to ensure satisfaction and completion
- Responsible for minor repairs and maintenance (plumbing, electrical, appliances, drywall, painting, doors, door locks, etc.)
- Maintain required inventory
- Preparation for work specifications
- Work with trades people and contractors
- Conduct move-in/move-out inspections, annual inspections and prepare units for new members
- Cultivate and maintain positive relations with members
- Abide by the co-op's Environmental, Policy, Purchasing, and Maintenance Policies & Procedures
- This position requires reporting to the Board of Directors with day to day direction and supervision through the co-op's Co-ordinator.

**Qualifications:**

- Minimum of 5 years relevant work experience. Any experience working with in a co-operative or multi-unit residential building would be an asset
- Drivers License is a requirement and vehicle is an asset
- Working knowledge of building systems and building code requirements
- Carpentry and handyman skills are required
- Must successfully complete a criminal record check and be bondable
- Must be able to work independently, efficiently and effectively in a collaborative workplace
- Basic Plumbing and Electrical skills are required
- The ability to organize, prioritize and complete tasks/projects within set time frames is crucial

**Other Competencies:**

- Excellent verbal and written communication skills and interpersonal skills
- Self-motivation and ability to work with minimal supervision
- Ability to work with management and meet specific organizational targets
- Must be able to work in a Microsoft Office computer environment
- Must be flexible and willing to work as a team in a small cohesive workgroup
- Ability to work in a diverse community

This position involves working (5) days a week, some evening work will be required

**Hugh Garner Housing Co-operative is a unionized workplace with a competitive salary and excellent benefits.**

**Please submit your resume, cover letter and three (3) references by email, with the subject line "Maintenance Worker" to: [Board@hughgarner.com](mailto:Board@hughgarner.com)**

**Deadline: Until a suitable candidate is found.**

**Please note that we thank all applicants but only those selected for an interview will be contacted.**