

MAINTENANCE MANAGER

We are a Non Profit Housing Provider in the east end of Toronto, looking for a full time (37.5 hours per week) permanent Maintenance Manager to assist with corrective and preventative maintenance.

Reporting to the Administrator you will provide support to them and the Board of Directors. You will perform minor corrective repairs and preventative maintenance on a seven storey building and prepare vacant units for occupancy.

You must be able to inspect, assess and determine repair requirements and make minor repairs with skills in plumbing and electrical systems. Your knowledge of painting, dry wall repairs and basic carpentry will prove beneficial. You will have knowledge of government regulations and be familiar with building, fire and safety regulations and procedures.

Job Requirements:

- Perform maintenance and minor repairs in the areas of electrical, plumbing, carpentry and general maintenance. Minor repairs are those that do not require the involvement of a licensed tradesperson.
- Maintain grounds in a clean and orderly fashion
- Take out recycling, organic and refuse bins on appropriate days for curbside pickup.
- Maintain the garbage and recycling rooms in a clean and tidy condition.
- Provide support to the Administrator by maintaining service records, working with contractors and trades, including obtaining estimates and supervising outside workers.
- Maintain cooperative working relationships with staff and residents.
- Take a proactive role in maintaining the interior and exterior areas while maintaining a high standard of security and safety.
- Maintain inventory of tools and equipment in good condition..
- Must be able to lift 25 kilograms and climb an extension ladder.
- Demonstrated ability to work independently
- Demonstrated organizational, time management and administration skills.
- Ability to communicate effectively in English, both verbally and in writing.

Qualifications:

- At least 2 years of relevant experience
- Good communication and organization skills
- Self-motivated with the ability to work independently with minimal supervision to prioritize repairs
- Working knowledge of building maintenance routines, Ontario Fire Code, WHMIS and other relevant standards.
- You must be able to communicate in a professional personable manner with staff and members of diverse backgrounds and abilities, outside contractors and trades as required.

Note: The above job requirements are not exhaustive. Other duties may be assigned from time to time as required.

Terms

- 37.5 hours per week (Monday to Friday)
- Full benefit package (after completion of probationary period)

We are an equal opportunity employer committed to diversity and inclusion.

Submit your resume and covering letter to: waltonplacehome@gmail.com

Deadline: Until successful candidate is found.
Salary: Commensurate with experience.
Start Date: To be negotiated with successful applicant.

We thank all applicants. However, only applicants selected to continue in the application process will be contacted.