



29 McCaul Street
Toronto, ON Canada M5T 1V7
Phone: (416) 340-7168
Email: admin@beaverhallcoop.ca

Schedule A

Job Description: Handyperson

POSITION TYPE: Independent contractor

REPORTS TO: The Administrator, on behalf of the Board of Directors
(The list of duties and responsibilities is not exhaustive. The Administrator may at times require the Handyperson to perform other tasks that fall outside the framework of this job description.)

WORK WEEK: 8 – 12 hours; onsite; additional hours as required

TERMS: \$25 per hour

START DATE: TBA

DUTIES & RESPONSIBILITIES

- Minor plumbing, carpentry, painting, electrical, mechanical work that does not require the services of a licensed technician
- Inspections of the property, including site work and building components, as required.
- Ensure that assigned work orders are completed in a timely and accurate manner consistent with required standards and guidelines.
- Carry out preventive maintenance and other routine maintenance tasks as directed by the Administrator
- Assist the Administrator in monitoring contractor performance, as required.
- Work alongside the Administrator in Pest control
- Annual and move-out unit inspections accompanied by the Administrator.
- Occasional/optional hauling of hazardous waste and/or construction materials

MAINTENANCE REPAIRS

- Weekly response to work orders as assigned
- Weekly/monthly check of mechanical systems, including pressurized gauges, pumps, boilers, air handling units, water storage units, electrical panels, fire equipment, and hose cabinets where a licensed tradesperson is not required. Report repairs requiring a contractor to the Administrator.
- Repair or replacement of doors, locks, sinks, toilets, counters, shelving, electrical outlets, flooring, walkways, paths, fencing, gates, glass, screens, windows, lighting, and other minor repairs.
- Maintain a current inventory of all maintenance materials, tools, and equipment, reporting stock requirements and repairs to the Administrator.
- Assist the Administrator in purchasing supplies, including receiving deliveries, and catalog all items.
- Assist in changing light bulbs around the co-op.
- Assist the cleaner in cleaning overhead lights and other duties as required.



29 McCaul Street
Toronto, ON Canada M5T 1V7
Phone: (416) 340-7168
Email: admin@beaverhallcoop.ca

- Assist the cleaner in cleaning laundry exhaust systems, if required.
- Perform repairs in vacated units, as required.
- Assist members in clearing snow and ice from co-op property (including the rooftop).
- Provide access for appropriate trades representatives, government inspectors, and representatives to common areas and units in accordance with Co-op policy.
- Perform all tasks within WHMIS and WSIB requirements.
- Wear appropriate protective equipment when performing duties.

OTHER DUTIES

- Ensure member, visitor, and employee safety at all times.
- Complete incident reports as required.
- Report all vandalism, disturbances, and emergencies to the Administrator.
- Other duties at the direction of the Board of Directors or the Administrator.
- Assist the Administrator in the preparation of the scope of work for mechanical, fire, and life safety systems, capital works, and any other areas of corrective and preventative maintenance.
- Assist the Administrator in the pre-qualification of contractors.
- Assist the Administrator in establishing schedules for all areas of corrective and preventative maintenance, as required.
- Perform annual inspections of common elements and units, as required.
- Keep the garbage room tidy and periodically wash out all bins