



Houselink Community Homes is a leader in the field of supportive housing and recovery for people living with Mental Illness. We have the following opening for individuals interested in joining our progressive workplace:

Maintenance Worker Permanent Full-time External Posting

The Maintenance Worker is responsible for:

- performing a variety of maintenance repairs and tasks in residential buildings
- communicating with members of the maintenance department, other staff and tenants

This position requires a person who:

- has demonstrated skill and experience in plumbing, carpentry, painting & dry-wall, electrical work and mechanical systems and is familiar with fire safety equipment;
- has good verbal and written communication skills and the ability to interact effectively with team members and residents;
- has knowledge of life safety systems, fire code, building code, Residential Tenancies Act; and Occupational Health & Safety Act;
- demonstrated organizational and administrative skills including ability to maintain records, schedule priorities, make adjustments for emergencies and see work through to completion;
- can on occasion, work outside regular work hours, and is available for on-call service;
- is able to adhere to practices and procedures of Occupational Health & Safety;
- has a Valid Driver's license and access to an appropriately insured car or van; and
- is able to promote positive interaction with psychiatric survivors

Hourly rate is \$22.58/hour. This is a bargaining unit position, the rate is as per the collective agreement.

Job offers are contingent upon the successful completion of a Criminal Records Check. Houselink is committed to the hiring of staff with lived experience with mental health challenges. Therefore, the information obtained from the criminal records check will be used only for determining whether the applicant represents any potential harm to our service participants.

For more information about this position, see the complete job description at:
<http://www.houselink.on.ca/careers-at-houselink/>

Please forward a cover letter and resume by Mar 27, 2020 at 5:00 pm. Quoting File # MW 444 to:

Hiring Committee, Houselink Community Homes
805 Bloor Street West
Toronto, ON M6G 1L8
Or by fax: 416 539-0693

Houselink has an equity hiring policy and is committed providing an inclusive selection process. Applications are encouraged from people with lived experience of mental health challenges and other equity seeking groups. Houselink will provide accommodation, upon request, to ensure a fair and equitable process.

Maintenance Worker Job Description

Department: Property Services

Date: March 2014

Reports to: Manager of Property Services

General Responsibilities

The Maintenance Worker is responsible for a variety of maintenance tasks and repairs at assigned buildings and for working with the Property Services team to provide services to tenants. This position is responsible for processing work orders, unit turnover, building maintenance and cleanliness.

Nature and Scope

Reporting to the Manager, Property Services, the Maintenance Worker works with the Property Services Team to provide customer service and quality housing environments for tenant members of Houselink. The position requires the ability to work independently, and as part of team. The incumbent will be required to work outside regular office hours on occasion and to join an after-hours on-call rotation with other members of the team. The incumbent may be required to respond to special/emergency assignments while maintaining a schedule of regular assigned work.

The Maintenance Worker must promote positive interaction with tenant members in accordance with Houselink's recovery based model and principles.

Skill Knowledge Ability Required

- Demonstrated skill and experience in plumbing, carpentry, painting & dry-wall, electrical work and mechanical systems
- Good verbal and written communication skills and the ability to interact effectively with supervisor, team members and residents
- ability to work and communicate with staff and members from diverse backgrounds
- Knowledgeable of life safety systems, fire code, building code and Residential Tenancies Act; and Occupational Health & Safety Act
- Demonstrated organizational and administrative skills including ability to maintain records, schedule priorities and see work through to completion.
- Ability to perform lifting up to 50 pounds and to work outside as required
- Valid Driver's license and access to an appropriately insured car or van.

Specific Responsibilities:

Property Maintenance:

1. Process work orders; prioritize tasks; communicate progress of work to coordinators and tenants as required; sign off when work completed.
2. Interact with member / tenants, communicate, and facilitate problem solving for issues that arise during the course of work within buildings and individual units.
3. Perform basic maintenance duties for assigned Houselink properties including:

- a. **Plumbing:** unplug drains; repair /replace faucets, valves, toilets; investigate and repair leaks
 - b. **Electrical:** basic testing; repair/replace broken fixtures /switches /plugs /fuses /breakers; replace smoke/heat detectors; replace stove elements
 - c. **Carpentry:** repair/replace damaged wood trim, kitchen cabinet components; make doors /windows operable; replace hardware; install shelving, closet doors
 - d. **Glazing:** replace door/window glass, screens, window coverings
 - e. **Painting & Preparation:** interior /exterior, dry wall repair
 - f. **Miscellaneous:** carpet cleaning, replacing locks & hardware, masonry and exterior repairs;
 - g. **Unit Turnover:** perform assigned tasks to make units ready for new tenants.
4. Assess building related issues and assist in determining course of action required in consultation with Property Services Coordinators.

Safety & Security

5. According to legislative requirements and Houselink standards, performs fire and life safety tests, completes fire safety logs and performs unit inspections and checks.
6. Maintains a safe workplace at all times, consistent with legislation including: Occupational Health and Safety Act, Joint Health & Safety Policy, Elevating Device's Act, Residential Tenancies Act, Fire Safety Code, Accessibility for Ontarians with Disabilities Act, etc.

Financial and Administration:

7. Make purchases of supplies and equipment, within approved budget limits using established procedure. Verifies and authorizes for payment goods and services received.
8. Assist the maintenance administrator to ensure the inventory of equipment and materials are maintained and secured. Complete material requests for the ordering of supplies as required.
9. Prepare and submit time sheets by the required dates.
10. Prepare and submit travel and expense sheets on a monthly basis.

Organizational

11. Be knowledgeable about and act within relevant legislation including the Occupational Health and Safety Act, the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Residential Tenancies Act (RTA), Mental Health Act, the Child and Family Services Act, Personal Health Information Protection Act (PHIPA), Social Housing Reform Act, and Ontario Fire and Building Codes.
12. Work as a team with the other Property Services staff to ensure that the program operates efficiently and effectively, and to provide coverage for team members when they are away.
13. Communicate with support staff and members regarding maintenance issues.

14. Keep the Manager and/or the Coordinator informed and up-to-date on issues, concerns, daily activities
15. Provide accurate and timely incident reports.
16. Participate in and represent the organization at external committees and forums as assigned.
17. Participate in internal committees and/or activities relating to the organization (e.g. staff, annual general meeting, social recreational events, etc.).
18. Perform other duties as assigned by the Manager Property Services

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