



The Haldimand Norfolk Housing Corporation is seeking a highly organized and self-motivated individual to join our organization. You would have the opportunity as Maintenance Coordinator to work with a highly skilled team of peers in a challenging and supportive work environment. Our organization strives for a reputation of excellence - we are proud of our staff who take pride in providing quality services to our customers.

MAINTENANCE COORDINATOR

Full-Time

\$26.52 – \$31.30 per hour

(HNHC NU Band 4)

36.25 hours per week

This is a non-unionized position

PREFERRED BACKGROUND:

Working knowledge and demonstrated previous experience of the methods and practices sufficient to **COORDINATE** and **PERFORM** the work outlined below, including demonstrated ability to install, repair, replace, and inspect plumbing, carpentry, and other maintenance repairs as indicated. Demonstrated ability to follow instructions and exercise tact when dealing with residents and staff. Demonstrated ability to inspect, adjust, and investigate fire alarm systems, mechanical and electrical equipment, and security monitoring system. Previous experience with general janitorial cleaning, and painting.

Knowledge of Haldimand and Norfolk By-Laws including animal, pest, and noise control, property standards as well as the Residential Tenancies Act, 2006, and Occupational Health & Safety Act would be considered an asset.

Demonstrated ability to organize the allocation of work and plan and assign the necessary resources (workers, equipment, parts). Ability to coordinate the work and travel of maintenance staff including tracking work orders for completion in compliance with set key performance indicators.

Experience in the development and implementation of maintenance plans for fleet vehicles and buildings; organize and implement the maintenance logs for all equipment and systems; keep maintenance logs to document service and repairs; keep track of maintenance supply inventory within the housing portfolio.

Capability to perform a variety of strenuous manual operations related to maintenance repairs including the ability to safely move furniture and major appliances with appropriate equipment; load and unload vehicle. Must be capable of performing overhead duties including but not limited to ceiling drywall and also be able to complete under sink repairs.

This position requires a valid class “G” driver’s license, with appropriate insurance coverage and a provision of own reliable vehicle for use on the job. Additional use of a corporate vehicle may be required (Must possess and maintain a driving record deemed satisfactory by the Employer and provide recent driver’s abstract and proof of insurance upon request). As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Records & Judicial Matters check, prior to beginning work in this position.

Candidates must have their own tools to perform the duties listed below.

SUMMARY OF DUTIES:

Coordinate and perform a variety of building maintenance, site maintenance, janitorial duties in HNHC owned and managed properties including but not limited to plumbing, janitorial, carpentry, and landscaping. Performs walkthroughs to ensure all equipment or systems are in working order and identify deficiencies. Assists Property Managers in performing annual unit and vacancy inspections. When required, prepares vacant apartments for viewing/rental.

Incumbent must have previous working experience in the tasks listed under General Duties.

GENERAL DUTIES

Coordinate, organize, and schedule work orders, seasonal duties, fleet vehicle maintenance, preventative maintenance, maintenance staff, and resources as well as install, repair, replace, and/or maintain the following:

- Plumbing, toilet tank, and flange, plugged toilet, sink, taps, faucet, floor drainage, wax seal, washer, shower head, drain hookups for sink replacements, caulking.
- Mechanical preventative maintenance including, but not limited to direct hot water tanks, residential hot water tanks, residential furnaces, and building make-up air systems, including venting and exhaust systems.
- Carpentry/door lockset, closets, sliding closet door mechanism, baseboard, cupboard doors, countertops, drawer tracks, mail slot, safety paddle lock, and emergency panic bar.
- General/floor tile, vinyl plank repair and/or replacement, ceramic tile repair or replacement, drywall and plaster wall repairs/patching, make window screen and frame, painting.
- Bathrooms tub surround replacement, new vanity installations, grout repairs, caulking, etc. in residences
- Garbage and recycling removal when applicable
- Grounds maintenance; tree trimming, sucker growth removal, new plantings, weed removal, and mulch installation as required
- Janitorial duties including and not limited to cleaning, seasonal floor stripping, and floor sealing.

- Mechanical maintenance duties including but not limited to furnace filter replacements, MUA blower maintenance, MUA filter replacement, exercising shut-off valves, hot water tank draining/flushing, etc.

Inspect and monitor the following:

- Utilities including electrical backup generator, electrical supply room, water main supply, fire pumps, hot water storage tanks, heating furnace, hot water boilers, fresh air intake units, exhaust/ventilating units, backflow and chillers.
- Public facilities including lounge, laundry, washroom, recycling, garbage disposal.

Perform walk-through of assigned sites to ensure all equipment or systems are in working order. Identify deficiencies as required.

Perform routine maintenance repairs and non-scheduled/emergency repairs in order to maintain building facilities in a safe and serviceable condition. Log activities as required.

Assist and perform annual unit and vacancy inspections and related work.

Prepare vacant apartments for viewing by making appropriate repairs.

Ability to travel to different HNHC locations as required.

Assist the Technical Services Manager by acting as a site contact during capital projects by showing contractors around if required.

Work in accordance with the provisions of applicable Health and Safety legislation and all HNHC corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

Location: Simcoe, Ontario with travel throughout Norfolk County and Haldimand County.

Apply to:

Matt Bowen, CEO, Haldimand-Norfolk Housing Corporation
Unit 2 – 25 Kent Street North, Simcoe, Ontario N3Y 3S1
Email: hnhc@hnhousing.ca Fax: 519.426.7630

Applications/resumes should be marked “Confidential” and submitted by 4:00 p.m. Tuesday, October 12, 2021. Resumes sent by email should be in Word or PDF format only.

Please Note: The interview process will include a hands-on mechanical test that will include skills/tasks outlined in the ‘General Duties’ section of this posting.

Terms:

HNHC is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, HNHC is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. HNHC will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact our office as soon as possible to make appropriate arrangements.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

NOTE: For the safety of our staff and residents, the Haldimand Norfolk Housing Corporation is currently developing a Vaccination Policy. All current and future staff members will be required to comply with this policy, which will be provided to the incumbent prior to offer acceptance.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licenses, and related experience relevant to the qualifications outlined above for this competition as directed. Based on the criteria set out above, this posting is open to all applicants.

The statements made by me are true, complete, and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission, or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Note:

Personal information collected from applications will be used to determine qualifications for employment. HNHC is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection process. The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

