



Seeking a skilled, experienced Residential Maintenance Lead Hand to join our team to perform repairs and maintenance in our housing portfolio. If you are excellent at providing customer service and work well independently and in a team environment, you might be perfect for our team!

Our organization strives for a reputation of excellence - we are proud of our staff who take pride in providing quality services to our residents.

### **RESIDENTIAL MAINTENANCE LEAD HAND**

**\$26.04 - \$32.55 per hour – 36.25 hours per week**

**This is a unionized position, CUPE Local 4700**

### **PREFERRED BACKGROUND:**

As our Residential Maintenance Lead Hand, a broad range of skills are required to help us provide safe and quality housing to our residents.

This is a **hands-on** position that will help us develop and grow our internal maintenance department, so previous experience is a requirement.

### **We are looking for candidates who can:**

- Install, repair, replace, and inspect plumbing, carpentry, and other maintenance repairs as required;
- Perform a variety of strenuous manual operations related to maintenance repairs including the ability to safely move furniture and major appliances with the appropriate equipment, as well as load and unload a vehicle;
- Perform overhead duties including but not limited to ceiling drywall, eave trough cleaning and be able to complete under sink repairs;
- Work independently and complete duties in a timely manner, demonstrating organizational and time management skills;
- Perform on-call after hours duties, approximately 1 week a month.

### **We are looking for candidates who have:**

- A demonstrated ability to follow instructions and exercise tact when dealing with residents and staff;
- Willingness to write the structural pesticide control exam to become licensed by the Province of Ontario; willing to obtain Ladder Safety Training, Working at Heights Training, and Type 1 & 2 Asbestos Workers Certification.

- A demonstrated ability to inspect, adjust, and investigate fire alarm systems, mechanical and electrical equipment, and security monitoring systems is a plus!

**Other duties may include:**

- General janitorial cleaning and painting, as well as general landscaping work.

**REQUIREMENTS OF THE POSITION:**

This position requires a valid class “G” driver’s license, appropriate insurance coverage, and a clean driver’s abstract.

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.

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

**Apply to:**

Becky Duarte, Financial and Human Resources Coordinator, Haldimand-Norfolk Housing Corporation  
Unit 2 – 25 Kent Street North, Simcoe, Ontario N3Y 3S1  
**Email: [hnhc@hnhousing.ca](mailto:hnhc@hnhousing.ca) Fax: 519.426.7630**

**A Cover Letter and Resume should be marked “Confidential” and submitted by 4:00 p.m. on Friday, January 3, 2025.**

**Note: Submissions by email – Cover letter and Resume required in either Word or PDF format.**

**About HNHC:**

Haldimand Norfolk Housing Corporation (HNHC) is a community-based not-for-profit organization and social enterprise that enhances the quality of life for residents by providing safe and affordable housing in Haldimand County and Norfolk County. HNHC has been serving Haldimand-Norfolk for almost 50 years and is the largest provider of community housing in the municipality.

**Benefits:**

- OMERS Pension Plan
- Group Insurance Plan
  - Includes Vision, dental, and extended health coverage
  - Basic Life Insurance coverage, Long-Term Disability coverage
- Vacation & Sick Time

**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.

It is the responsibility of the applicants to ensure that their application reaches HNHC 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.

