



Job Opening

Niagara Regional Housing

Job Title:	Building Services Maintenance Person		
Job Opening Id:	21049	# Required:	1
Business Unit:	Niagara Regional Housing	Division:	Housing Operations
Location:	Thorold, ON	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	2	Salary Range:	\$ 41,650 - \$49,000
Post Date:	2018-11-09	Close Date:	2018-11-23

Salary currently under review

JOB SUMMARY

Responsible for maintaining buildings and equipment through a comprehensive preventative maintenance plan, performing minor and routine repairs, providing assistance with unit inspections and general on-site and/or in-office administrative support for maintenance.

EDUCATION

- High school graduate
- Certificate from a college program in Building Environmental Systems or other related fields and
- Additional college courses in electrical, plumbing, H.V.A.C. and/or other technical areas is preferred

KNOWLEDGE

- 1 year in electrical, plumbing, H.V.A.C. and/or a related field AND
- Must possess a working knowledge of plumbing, gas fired boilers and domestic hot water systems
- 3 years of experience working with H.V.A.C. systems, work order management/preventative maintenance systems, or other related fields is preferred
- Knowledge of various codes, including Residential Tenancies Act, Housing Services Act and Fire Code and Building Code
- Must have computer skills such as word, excel, Yardi etc.
- Bilingual English and French preferred

KEY RESPONSIBILITIES

1. Conducting comprehensive preventive maintenance inspections and repairs while following a scheduled maintenance program, as well as general repairs as required, including but not limited to:

- Completing general repairs, including electrical, appliance, heating system, painting and other required maintenance
- Conducting visual inspections of equipment, building interior and exterior for defects, etc.
- Transporting equipment, supplies and tools to various housing communities

2. Assisting both Property Administrators and the Assistant Property Administrator with unit inspections, including but not limited to:

- Identifying possible repairs required, potential fire hazards, functionality of smoke detectors, etc.

3. Conducting on-site miscellaneous tasks, including delivering unit access notices to tenants, providing unit access to contractors and/or staff, and conducting unit showings for potential tenants, as required.

4. Provides general administrative support for maintenance logistics, including the necessary paper work, maintaining the tracking system and scheduling of unit visits, including but not limited to:

- Completing and processing work orders, credit card bills and expenses (i.e. mileage)
- Keeping preventive maintenance programs and building profiles updated as well as Yardi
- Coordinating and scheduling with potential tenants, contractors or other staff

WORKING CONDITIONS

- Works directly in construction, dust, various outdoor climatic conditions, bed bugs, unsanitary environments and other unfavorable conditions approximately 40% of the time
- Requires physical effort carrying equipment, supplies, tools or other objects that can exceed 16kg (35 lbs) approximately 60% of the time
- Visual and mental concentration required maintenance inspection approximately 60% of the time

SPECIAL CONDITIONS

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate
- Requires a valid class G license and use of a vehicle

Let us know why you would be an excellent team member by submitting your online application. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

HOW TO APPLY

Interested applicants are requested to forward their application/resume, clearly marked as Job Opening # 21049 – Building Services Maintenance Person, to Human Resources before the posting close date.

For your convenience you may use one of the options noted below:

- e-mail to myHR@niagararegion.ca, OR
- Fax to (905) 641-2232, OR
- Delivery or mail to myHR Reception Desk at:

Niagara Region, Human Resources - Campbell West
1815 Sir Isaac Brock Way
Thorold ON L2V 4T7