



Victoria Park Community Homes is one of the oldest and largest private non-profit housing corporations in the province of Ontario. Our portfolio that we manage has grown to more than 2,650 apartments, townhouses, and single family homes located in Hamilton and neighbouring communities.

MAINTENANCE ATTENDANT

We have an immediate opening for a temporary, part-time maintenance attendant position. This is a contract position with the potential of becoming permanent with benefits and increase in hours in 2019.

Anticipated Start Date: As soon as possible

Compensation:

Pay Rate for Regular Hours of Work: \$23.82 - \$30.60 per hour, 14 hours per week (Tuesdays & Thursdays in Brampton)

On-Call (weekends): \$50.00 per day, every other weekend for emergencies (Saturdays & Sundays in Mississauga)

Additional On-Call Hours: \$35.73 - \$45.90 per hour for extra emergency on-call hours worked in Brampton & Mississauga

Plus: 6% vacation pay & mileage reimbursement for additional on-call hours

In this position, you will be responsible for performing a wide variety of maintenance, janitorial, and grounds and equipment duties at residential properties (buildings and townhouses) managed by Victoria Park Management in the Region of Peel (Brampton and Mississauga).

KEY FUNCTIONS AND DUTIES

- Perform general maintenance tasks including but not limited to plumbing, minor electrical, hardware, appliances, painting, carpentry, etc.
- Ensure "Request for Maintenance Forms" are completed by tenants
- Prepare purchase orders for supplies and vendors for approval by Property Manager
- Submit all completed Request for Maintenance Forms to Property Manager
- Inspect the work completed by third-party contractors in accordance with Purchase Order.
- Ensure an adequate supply of stock material is available to ensure no disruption to the day to day operation.
- Undertake annual testing/inspection of all smoke and carbon monoxide devices and monthly testing/inspection of fire panel and undertake all administrative reporting as required by Fire Code and described in the Corporate Operations Policy manual.
- Maintain various logs, books and other records such as mileage, electrical, snow, incidents, etc. in a current up-to-date manner.
- Perform preventive maintenance activities on buildings and equipment as directed by Property Manager, and complete the required documentation.
- Operate and maintain, in safe working order, all power tools, hand tools and other equipment used in the performance of your duties.
- Maintain good public relations with all tenants and their visitors while performing the assigned duties.

- The Maintenance Attendant may be required from time to time to personally deliver Eviction Notices in accordance with the Residential Tenancies Act and Victoria Park's procedures.
- Conduct unit inspection and document wear and tear and damage
- The Maintenance Attendant may be asked to show units where Property Manager is unavailable
- Undertake any other assignments that may be required to assist the Property Manager in the overall maintenance of the properties.

QUALIFICATIONS

- Must have completed a journeyman's apprenticeship in a construction trade or equivalent combination of education and experience, together with a minimum of five (5) years' experience in building and grounds maintenance.
- Familiar with the Occupational Health & Safety Act (1990).
- Must possess a valid class G drivers' license and a reliable vehicle
- Must be bondable and be prepared to execute the "Bondability Affidavit."
- Must be able to work independently with little supervision while working in a "Team Approach" with our buildings, contractors and other staff.
- Required technical knowledge varies with the project design and may include familiarity with residential, electrical, mechanical and heating systems along with building design.
- Good communication skills.
- Must be reliable and possess a positive attitude. Mature, patient, friendly, firm, accommodating personality.
- Ability to organize a diverse workload and meet deadlines.
- Must provide proof of a Police background check specific to vulnerable sector screening

WORKING CONDITIONS

- Required to wear personal protective equipment on occasion.
- Frequent exposure to the elements.
- Customer service; frequent interaction with residents including senior citizens.
- Required to attend meetings and training at head office in Hamilton from time-to-time.

To apply for this position, please submit your resume and cover letter no later than **4:30 p.m., Tuesday, February 12, 2019** to:

Victoria Park Community Homes, 155 Queen Street North, Hamilton, ON L8R 2V6

ATTN: Human Resources

By email: Recruiter@vpch.com / By fax: 905 667-0354

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance if accommodation is required.

We thank all applicants for their interest in employment opportunities with Victoria Park Community Homes. Please note that only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.