



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 2,641 apartments, townhouses, and single family homes located in Hamilton and neighbouring communities.

This position is part of the Government of Canada's Canada Summer Jobs Program

Position Title: Maintenance Assistant

Location: 18 & 42 Dundas Street, Dundas, Ontario

Reports To: Maintenance Attendant

Position Type: Full-time, Temporary Summer Position (Maximum of 16 weeks - Monday to Friday, days)

Rate of Pay: \$14.00 /hour

Key Functions and Duties:

1. Assist with day-to-day maintenance and cleaning of the common areas, grounds, underground and surface parking areas and any other locations deemed necessary.
2. Pick-up and disposal of litter, debris from the property and underground parking areas.
3. Empty garbage cans and move garbage dumpsters back inside.
4. Assist with gardening and grounds keeping.
5. Check exterior lighting, exit doors and sump pump.
6. Assist with turnover of vacant units.
7. Assist with special projects, including painting, sealing, appliance delivery, minor general maintenance.

Qualifications and Skills:

1. Must be committed to Health & Safety and complete all mandatory Health & Safety training.
2. Be able to follow direction, as well as work independently and take initiative.
3. Have strong interpersonal skills, tact and discretion, as well as proven ability to effectively deal with difficult clients.
4. Be conscientious in meeting assigned deadlines.
5. Have the ability to work inside and outside, also in warm/humid work environment at times.
6. Previous cleaning/maintenance/groundskeeping experience is considered an asset.

As per the guidelines of the Government of Canada's Canada Summer Jobs Program, to be eligible, the individual must:

1. Be available to work from May 13 to August 30 2019 (maximum of 16 weeks)
2. Be between 15 and 30 years of age at the start of employment;
3. Be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
4. Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial and territorial legislation and regulations.

HOW TO APPLY: Interested and qualified applicants can submit their resume and cover letter on or before:

Monday, April 22, 2019, 4:30 p.m.

To: Recruiter@vpch.com

Subject Line: Maintenance Assistant Summer Job

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.