

INTERNAL/EXTERNAL

Job Title: Maintenance Worker – Property Services

Position Type: Bargaining Unit, Permanent, Full-Time

Number of Positions: 1

Rate: \$26.52 per hour

Vacation: 4 weeks to start

Benefits: Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day

RRSP: RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation

Hours: 37.5 hours per week

Supervisor: Manager, Property Services

Posting Date: January 6, 2023

Application Deadline: January 27, 2023

Location: All Fred Victor Sites (GTA)

Why Fred Victor?

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal but we believe, achievable.

Program Name/Description – The maintenance worker position is part of the Property Management group. This position serves a variety of owned and leased buildings, company parking may or may not be available depending on space. The duties include performing building repairs and preventative maintenance. Supervision and direction will be provided by the Manager, Property Services with occasional direction from the Senior Manager, Property Services.

Does this sound like work you want to be a part of?

We offer a (high-energy/learning/caring/supportive/collaborative) environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 60 programs and services and more than 21 sites, there are lots of opportunities to grow your career with us. Many members of the management team started in relief and front-line roles.

What You Will Do:

- Ensure that all work performed is in adherence with Health and Safety, Building Code and other relevant Province of Ontario standards.
- Perform repairs and renovations type work including plumbing, carpentry, drywall and minor mechanical repairs. From time to time, this may include extensive renovation work including demolition, replacement of interior walls, tiling, grouting, sink and toilet replacement, installing doorframes and doors, lock replacement and repair.
- Perform Preventative Maintenance on mechanical systems including HVAC filter changes, belt inspection and replacement, equipment lubrication, testing of the emergency generator, fire equipment inspection and logging of all tests and inspections.
- Move furniture such as beds, mattresses and refrigerators as directed by the Manager, Property Services and/or the Senior Manager, Property Services.
- Ensure that assigned work orders are completed in a competent, thorough, and timely manner consistent with Fred Victor Property Management standards.
- Fully document all work performed in the Arcori work order system.

- Observe, document and report building deficiencies and safety hazards encountered through daily activities, making recommendations to the Manager, Property Services, the Senior Manager, Property Services and/or the Director, Property Services.
- In conjunction with the Manager, Property Services, order and maintain an inventory of maintenance supplies.
- Wear all Personal Protective Equipment necessary to safely perform job duties, including but not limited to safety shoes/boots, hardhat, dust masks, eye protection and protective suits when needed.
- Maintain a safe work area for yourself and for others within the work area.
- Clean-up of work areas at the end of the day and upon project completion.
- Perform regular maintenance of tools and maintain cleanliness and safety of the maintenance room.
- Consistently and accurately, document daily activities in a professional logbook.
- Participate in the Facilities Management emergency on-call rotation.
- Any other special or routine maintenance jobs as assigned by the Manager, Property Services and/or the Senior Manager, Property Services.

What You Bring to the Team:

- Experience performing renovations and building maintenance in a multi-unit residential and commercial building.
- Experience in safely operating power tools such as circular saws, jigsaws, routers and table saws.
- Familiarity with Ontario Building Code, Ontario Fire Code and other Province of Ontario standards as they relate to multi-unit residential buildings.
- Ability to work independently and respond to emergencies.
- Strong organizational skills, ability to work in a busy environment, be able to multi-task and prioritize.
- Fluency in English. Good written and oral communication skills.
- Strong interpersonal skills and ability to build rapport with team members and co-workers.
- Ability to read and interpret mechanical and electrical engineering drawings, as well as technical specifications and instructions would be a bonus but not essential.
- Competency with Microsoft Outlook, Microsoft Excel and Arcori work order system.
- Valid Class G driver's license with clean abstract.
- Able to work in a stressful situation.
- WHMIS certification.
- Demonstrated ability to lift heavy items, kneel, crawl and/or climb tall ladders, administer basic first aid and maneuver in small and/or confined spaces.

What Sets You Apart:

- Planning, Organizing, Project Management
- Diplomacy and Teamwork
- Self-Starting and Priority Management
- Client/Volunteer/Donor Focused
- Lived Experience
- Ability to work from a trauma informed/client-centred/harm reduction/housing first approach
- Demonstrated ability to follow policies, procedures, and adhere to legislation.
- Understanding of clinical practices and care models.
- Ability to exercise good judgment
- Applied computer skills (MS word, excel, and Internet).
- Ability to use Arcori work order software
- Ability to communicate in another language
- Ability to work flexible hours, weekends, and statutory holidays as required.
- Ability to work when exposed to unpredictable behaviors and situations
- Ability to work with occasional exposure to dirt, odors, chemicals and bodily fluids.

Compensation and Benefits

- For the Maintenance Worker position, Fred Victor offers a salary of \$26.52 per hour
- 4 weeks of vacation to start + 1 float day

- Generous paid sick leave allowance
- A comprehensive Dental, Extended Health and LTD group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- 6.5 % of your gross salary will be contributed to a group RRSP on your behalf after successful completion of probation; you will contribute 4% of your gross salary to the same RRSP
- Access to employee and family assistance plan

How You Can Apply

Send your resume and an email describing why you want to be part of the Fred Victor Team by January 27, 2023, to Paul Prince (Senior Manager, Property Services) pprince@fredvictor.org with **Maintenance Worker Position** in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

All candidates offered a position with Fred Victor from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

Accessibility & Accommodation

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived-experience

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.