



## **JOB POSTING – CARETAKER / MAINTENANCE WORKER**

Date Posted: November 23, 2018

**Application Deadline: November 30, 2018**

Position Type: **Full Time, 1 Year Contract**

Locations: **City of Toronto sites**

Starting Salary: \$39,400 plus rotating on-call pay

Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday.

**Our mission is to operate high quality housing, support housing stability and create inclusive communities.**

**Mainstay Housing** supports people living with mental illness and substance use issues who are deeply affected by poverty, and provides them with housing. We are a private non-profit housing corporation, which owns and manages 41 buildings with over 900 units. This position reports to a Manager, Building Services, and will be responsible for janitorial, grounds, snow removal, refuse removal and maintenance services. You will be scheduled to work half days of Caretaker duties and half days of Maintenance Worker duties, assigned as a floater between numerous buildings throughout the city, to cover co-workers' absences and enhance capacity of the department of Caretakers and Maintenance Workers.

### **Responsibilities:**

- Ensuring that assigned work orders are completed in a timely and accurate manner consistent with required standards;
- Plumbing, carpentry, and minor mechanical repair & services;
- Assisting the Manager, Building Services in the identification and resolution of maintenance and repair issues affecting the facilities, grounds and furnishings of Mainstay Housing properties.
- Daily and cyclical, quality cleaning of lobbies, corridors, stairwells, site offices, public washrooms, elevator cabs, meeting and common rooms, mechanical and storage rooms, caretaker's closets, garages, etc.
- Establishing and maintaining effective working relationships with Mainstay Housing staff, tenants, and contractors

### **Qualifications:**

- Three years' experience in professional cleaning and building maintenance, trades, and repairs or renovations;
- Skills in carpentry, plumbing, electrical & mechanical repairs, and a knowledge of repair methods, materials & technology;
- Good knowledge about building systems and operations;
- Experience safely operating large maintenance and cleaning equipment including table saws, routers, snow blowers, garbage machinery, steam cleaners, power washing machinery, wet and dry vacuums, buffers, floor strippers, etc;
- Physically able to lift 50lbs, manage stairs, & be mobile on feet, with work shoes/safety boots, most of your 7-hour day
- Experience in lock changes, and ability to perform repairs due to wear and tear and vandalism;
- Knowledge of cleaning products and their appropriate applications (e.g. WHMIS 2015);
- Clear driver's license and vehicle to facilitate movement between sites;
- Initiative to work independently;
- Good verbal, written, and literacy skills to interact effectively with Mainstay staff, tenants, and contractors
- Sensitivity to working with tenants of supportive housing;

**Please e-mail resumes to [humanresources@mainstayto.ca](mailto:humanresources@mainstayto.ca)**

Only applicants to be interviewed will be contacted. **No phone calls please.**

The position involves travel throughout the City of Toronto. The selected candidate must be able to work evening and weekends when on-call after hours duty is required. Working conditions include some lifting, and exposure to outside weather conditions. Some building environments are not smoke-free and most do not have elevators.

Mainstay Housing is committed to an inclusive selection process and work environment. If contacted, please advise Human Resources if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner.