



Sandy Hill Community Health Centre

--- Job Posting ---

Internal/External Employment Opportunity

Position:	Maintenance Worker / Building Superintendent
Component/Team:	Administration
Status:	Relief (No guaranteed hours)
Salary Scale:	\$19.68 - \$23.72 hourly plus 8% vacation pay in lieu of benefits
Start Date:	Immediately

Position Description:

The Maintenance Worker / Building Superintendent is an integral part of the Property Management Team and is responsible for providing property management services, as well as building and grounds maintenance and repair services that are not covered in service or maintenance contracts for the Sandy Hill Community Health Centre.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- High school diploma
- Under the Centre's designation to provide French Language Services, this position is not designated
- Good oral and written communications skills in English (bilingualism preferred)

Professional Experience

- Experience working in a community-based not-for-profit organization

Knowledge, Skills and Abilities

- Knowledge of property management and maintenance
- Knowledge of Ontario Building Code; Ontario Fire Code, WHMIS, Occupational Health and Safety Act, AODA and other facilities-related environmental legislation
- Ability to evaluate building and equipment maintenance problems and arrange appropriate repairs and maintenance
- Knowledge of basic principles and techniques in building maintenance, cleaning, electricity, carpentry and plumbing
- Knowledge of WHMIS
- Ability to work on own initiative and with minimum supervision
- Ability to work effectively in a team environment
- Ability to move, lift or carry heavy objects
- Ability to respond to after-hours "on-call" building emergencies
- Ability to work overtime as required



- Sound judgment
- Effective interpersonal skills, tact and discretion
- Familiarity with various application and database computer programs, including Microsoft Office Suite
- Innovative and creative approach to problem solving

Reporting Relationship:

The Maintenance Worker / Building Superintendent is directly accountable to the Director of Administration, HR, and IT for the carrying out of their duties and through the Director to the Executive Director.

Conditions of Employment:

Hours of work will be developed in collaboration with the successful candidate to ensure a healthy work-life balance. A schedule of work will be based on the Centre's hours of operation and program requirements and may include some evenings.

An offer of employment will be conditional upon the candidate completing a criminal reference check, verification of educational requirement for this position and linguistic profile to the satisfaction of the Sandy Hill Community Health Centre.

Accommodation:

SHCHC will provide accommodation for applicants with disabilities in its recruitment process.

If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.

How to Apply:

To apply, please visit sandyhillchc.workable.com and select the appropriate job opening.

Clients of the Centre are welcome to apply. Should a client become the successful candidate, they will no longer be able to continue receiving services at Sandy Hill Community Health Centre. Assistance will be made available to find an alternative provider.

POSTING DATE: September 27, 2024

CLOSING DATE: October 11, 2024 at 4:00 p.m.