



MAINTENANCE WORKER
1 Full Time Permanent Position
INTERNAL/EXTERNAL POSTING

DATE: September 22nd, 2022

LOCATION: Orillia, ON

COMPENSATION: \$43,821-\$53,476 (Annually Prorated)

LOFT Community Services is a unique and dynamic charitable organization that supports people living with complicated issues such as mental and physical health challenges, substance abuse, poverty and homelessness. Serving approximately 10,000 annually and providing 1,733 units of supportive housing last year, LOFT is one of Ontario's largest mental health service providers of its kind.

LOFT stands for Leap of Faith Together. Our employees have an opportunity to take calculated risks and lead the way in the creation, implementation and evaluation of system-wide solutions. We work hard. We care passionately. We celebrate. Our staff are the key to our success. LOFT is recognized as a Nonprofit Employer of Choice™ Award (NEOC) recipient and we believe that our LOFTy culture is at the core of everything we do.

To help fulfill our mission, LOFT is hiring a **Maintenance Worker**.

JOB SUMMARY:

The maintenance worker will coordinate, plan and carry out the general maintenance, repairs, cleaning of facilities and their contents which are owned or operated by LOFT Community Services.

This position is responsible for the upkeep and physical appearance of LOFT facilities (some of which are designated as historic sites), which provide housing and other services to LOFT's clients.

****Note:** All LOFT employees are required to be fully COVID-19 vaccinated as a condition of hire in accordance with LOFT's Vaccination Policy. A satisfactory vulnerable sector check (VSC) is also required.

What You Will Do

1. Ensure maintenance and repairs of facilities are addressed in accordance with the building maintenance plan, government regulations, fire and safety standards and the established budget guidelines.
2. Check and conduct regular visual inspections and tests on the building's systems (e.g. heating/cooling, elevators, plumbing, electrical, fire system – hose and sprinklers, security, pest control and others), the equipment and grounds to ensure that all is operating according to established standards and legislated regulations.
3. Record and note findings, report on any defects or required repairs, recommend alternatives to expensive repair; complete all actual repairs within the building and grounds wherever possible in accordance with the appropriate regulations.
4. Establish a maintenance cleaning plan in liaison with the Manager of Operations & Infrastructure and/or Director of Facilities Management and ensure that facilities are maintained at the appropriate level of cleanliness.
5. Ensure all garbage is collected and disposed of according to the appropriate procedures and maintain cleanliness of garbage areas.
6. Ensure snow clearing contractors remove snow and ice from walkways, driveway and parking areas, as required, for the safety and use of tenants and visitors.
7. Conduct a variety of small repairs or renovation projects on the buildings as needed, source for independent contractors for specific, complex or time consuming repairs.
8. Supervise and inspect all contractual maintenance and repair work for completion, timeliness, quality and cost effectiveness.
9. Purchase and maintain an inventory of cleaning supplies, maintenance, building supplies and equipment as required in adherence to the allocated budget and Occupational Health and Safety/WHMIS guidelines.
10. Provide input into facility maintenance policies and adhering to the standards established for fire and building safety, storage of equipment and cleaning supplies.
11. Maintain records of all inspections, work orders on the work order system, maintenance costs, types of repairs and renovations completed.

What You Bring:

- Excellent knowledge of facility maintenance and repair of a building's operating systems as acquired through skilled trades apprenticeship programs.
- A minimum of 3 years of experience in performing general maintenance duties on houses and large, multi-level facilities and institutions.
- Technical skill and the physical ability to perform a wide variety of general building repairs including electrical, heating/cooling, plumbing, drywall, tiling, painting, carpentry, small appliances and shingling.
- Good analytical or problem solving skills to make repairs within a limited budget or to suggest alternatives.
- Knowledge of building safety codes.
- Ability to estimate project costs, determine necessary repairs and to select and provide direction to other general contractors.
- Good project management skills to perform work in an efficient and timely manner

- Good verbal communication and interpersonal skills to deal with program staff, trades people and contractors, and to respond appropriately to clients who may be cognitively impaired or have special needs.
- Ability to read, write and maintain detailed records using MS office suite.
- Ability work to deadlines, but quickly respond to urgent situations or shifting priorities.
- Ability to work co-operatively as a member of a team.
- Possession of a valid Ontario driver's licence and own vehicle (**required for one position**).
- An understanding of cultural competency and anti-oppression framework.
- Being reflective of a multi-barriered group, as serviced by the program, a strong asset.

What We Offer

- A comprehensive compensation and benefits package, including medical, dental, vision, life insurance, long-term disability and Defined Benefits Pensions Plan
- 24/7 Employee Assistance Program
- Paid time off per year: We observe 10 public and civic holidays, vacation days and paid sick days. On top of that, we have paid float days which you are encouraged to take (no justification required)
- E-learning program available all year round and accessible at your convenience; just sign up for mandatory trainings and others which you are interested in
- Professional development budget available to help you nurture and shape your career
- Corporate Gym membership rate with GoodLife Fitness

TO APPLY: Send your resume with cover letter to Human Resources **Email:** hr@loftcs.org

To help us track our recruitment efforts, please indicate in your cover letter where you saw this job posting.

LOFT Community Services is committed to making employment opportunities accessible in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Requested accommodation will be provided in all parts of the application and hiring process by contacting humanresources@loftcs.org or (416) 979-1994. We welcome and encourage people from equity-deserving communities and intersecting identities to apply for this position.

PLEASE INCLUDE: "MAINTENANCE WORKER - ORILLIA" IN THE SUBJECT LINE OF ANY EMAILS.

CLOSING DATE: October 6th, 2022.