



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: H2026-16

POSITION: Maintenance Clerk

DURATION: Temporary Full-Time (up to 6 months)

SALARY: \$28.50/hour to \$31.18/hour

LOCATION: North Bay, ON

HOURS: 8:30am – 4:30pm

Under the direction of the Maintenance Services Supervisor, the Maintenance Clerks will effectively perform clerical and administrative functions to support the coordination of maintenance and capital work in buildings and units throughout the NDHC portfolio. Duties will be completed in accordance with established policies and procedures and in compliance with the Housing Services Act and the Residential Tenancy Act, Building Code, Occupational Health and Safety Act (mould and asbestos), Fire Code, and associated regulations.

Qualifications:

- Post Secondary diploma in related property management or business administration discipline, or an acceptable combination of education and experience;
- Two years' experience in building maintenance;
- Knowledge of the Housing Services Act, Building Code, Occupational Health and Safety Act (mould and asbestos), Fire Code, and legislation and accompanying regulations;
- Knowledge of and experience in delivering excellent customer service;
- Detail oriented with keen observation skills;
- High-level proficiency in desktop applications including Microsoft Office Suite;
- Ability to interpret and explain legislation, policy and procedures;
- Ability to communicate effectively and tactfully both oral and written;
- Ability to work in a stressful, fast-paced environment and recognize emergency situations;
- Ability to maintain composure, compassion and understanding during challenging situations;
- Ability to deal with a diverse client group with tact and diplomacy;
- Excellent organizational skills are required to organize and schedule daily work or tasks, while being sensitive to time constraints and resource availability. Will often be required to work toward meeting tight deadlines.
- Must possess valid Ontario Driver's License and have a vehicle available for use on the job;

Contract Employees Enjoy:

- OMERS Pension (Non-Full-Time Employees)
- Employee Assistance Program
- Union Affiliation
- Being Part of an Inclusive Work Culture
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

This position is for an existing vacancy. Applicants must submit a current resume with a cover letter to the Human Resources Department by email at jobs@dnssab.ca indicating how their qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for. Applications for the above position will be accepted up to 4:30pm, Monday, September 21, 2026.

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of recruitment.