



Maintenance Officer

Bulletin No. H2024-17

Supporting Human Services in Our Community

Full Time Up to 12 Months	Hourly \$31.52 - \$34.05	Location North Bay
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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.

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Maintenance Clerk to add to our exceptional Housing Operations team.

Under the direct supervision of the Maintenance Services Supervisor, the position will effectively manage and coordinate maintenance services of a housing portfolio, of 896 residential units as well as one commercial property. This includes; ensuring adequate preventative maintenance, day to day preservation of the housing portfolio and responsible for identifying and assessing risk management strategies to protect our assets to ensure the preservation of the housing portfolio. The position is also responsible for identifying and assessing risk management strategies to protect our assets in accordance with established standards, policies and procedures in keeping with Building Code, Fire Code, and Occupational Health & Safety Act.

Qualifications:

- Two year post-secondary diploma in related property management/building discipline or an acceptable combination of education and experience.
- Three years' experience working with residential tenancies and property management.
- Working knowledge of building construction as well as knowledge of technical aspects such as plumbing, heating, ventilation, electrical systems, roofing, painting and landscaping.
- Sound knowledge of preventative and planned maintenance techniques.
- Sound knowledge of janitorial and housekeeping methods.
- Ability to investigate, access, report and apply solutions to issues.
- Knowledge of work safety administration including the Occupational Health and Safety Act and WHMIS.
- Knowledge, experience and ability to follow pre-determined procurement processes with the goal of achieving best value for money results.
- Thorough knowledge of property management related Laws and Acts specifically the Building Code, Fire Code and municipal by-laws.
- General knowledge of the Freedom of Information and Protection of Privacy Act, the Residential Tenancies Act and the Social Housing Reform Act, 2000.
- Working knowledge of budgeting processes and techniques.
- Excellent communication skills; discuss observations and make recommendations to the Corporate Asset Supervisor.
- Time management, organizational and problem solving skills in order to prioritize work activities.
- Proficient in the use of personal computers and knowledge of word processing, spreadsheet and property management software products.
- Ability to communicate in French and English is an asset;
- Ability to deal with contractors and work with diverse clients with tact and diplomacy.
- Strong ability to work as a team member in a highly interactive team.
- Valid Ontario driver's license and reliable vehicle..

Contract Employees Enjoy:

- Health, Dental, & Vision Benefits
- Paid Time Off
- OMERS Pension (NFT Employees)
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A 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. The successful candidate will be required to complete a Physical Demands Test.

www.dnssab.ca

Applications for the above position will only be accepted through the **Plum Recruitment Tool** up to **4:30PM, Tuesday, May 7th, 2024**. Please follow this link <https://bit.ly/44en0B7> to apply now! You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

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.