



## 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.

|                      |                                  |                  |                                   |
|----------------------|----------------------------------|------------------|-----------------------------------|
| <b>BULLETIN NO.:</b> | <b>H2025-16</b>                  | <b>SALARY:</b>   | <b>\$57,553.60 to \$62,961.60</b> |
| <b>POSITION:</b>     | <b>Maintenance Repair Person</b> | <b>LOCATION:</b> | <b>North Bay, ON</b>              |
| <b>DURATION:</b>     | <b>Permanent Full-Time</b>       | <b>HOURS:</b>    | <b>8:00am – 5:00pm</b>            |

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 Repair Person to add to our exceptional Nipissing District Housing Corporation (NDHC) team for our North Bay locations.

Under the direction of the Supervisor of Maintenance Services, the Maintenance Repair Person performs maintenance duties of the entire housing portfolio, as well as multiple commercial units. This includes performing day-to-day preventive maintenance duties to ensure the preservation of the housing stock. Primary functions involve; carpentry, general building maintenance, trouble shooting and problem solving within the portfolio, in accordance with established standards, policies, procedures and in keeping with Building Code, Occupational Health and Safety (mould and asbestos), Fire Code, and Residential Tenancies Act.

#### Qualifications:

- Secondary school diploma (Grade 12 or equivalent)
- Three years' experience in building maintenance.
- Valid Ontario Driver's License required and access to a reliable vehicle with personal liability insurance including for business use.
- Asbestos Training (Type 1,2)
- Water Damage Restoration and Applied Microbial Remediation Certification
- WHMIS Certification and CPR/First Aid Certification
- Knowledge of Residential Tenancies Act.
- Knowledge of Occupational Health & Safety practices
- Knowledge and understanding of applicable Building Code requirements and Fire Codes.
- Knowledge of building maintenance, electrical & plumbing systems.
- Knowledge of the operation and maintenance of various equipment tools and equipment.
- Chainsaw Certification an asset.
- Ability to perform a broad range of maintenance repairs.
- Proficiency in the use of tools and equipment required to perform the functions of the position.
- Ability to work independently and as part of a team.
- Ability to respect confidentiality of tenants and staff.
- Ability to deal with a diverse client group with tact and diplomacy.
- Ability to relate to others in a tactful and professional manner.
- Interpersonal and communication skills required.
- Ability to operate equipment in a safe manner.
- Ability to trouble shoot and problem solve.
- 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.

#### Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation Entitlement
- Paid Sick Days
- Be Part of an Inclusive Work Culture
- 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. Physical Demands Test is required.**

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **4:30PM, Friday, October 17<sup>th</sup>, 2025. Please follow this link <https://bit.ly/4mYdPfZ> 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.**