



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.:	H2026-13	SALARY:	\$32.27/hour to \$34.96/hour
POSITION:	Maintenance Officer - Bilingual	LOCATION:	North Bay, ON
DURATION:	Temporary Full-Time – Up to 12 months	HOURS:	8:30am – 4:30pm

Under the supervision of the Maintenance Services Supervisor the position will effectively manage and coordinate the maintenance services of a housing portfolio, of at least 896 residential units as well as one commercial property in accordance with established standards, policies and procedures. This includes; ensuring adequate preventive maintenance, day to day preservation of the housing portfolio, and 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, Asbestos Management Act, 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, planned maintenance techniques, janitorial and housekeeping methods.
- Ability to investigate, access, report and apply solutions to issues.
- French and English, both oral and written, is required;
- 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 to prioritize work activities.
- Proficient in the use of personal computers and knowledge of word processing, spreadsheet and property management software products.
- 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:

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

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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, Wednesday, July 29, 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 the recruitment.