

JOB DESCRIPTION

JOB TITLE	Maintenance Repair Person
DEPARTMENT / PROGRAM AREA	Nipissing District Housing Corporation - NDHC
REPORTING TO	Supervisor, Maintenance Services
EFFECTIVE DATE	June 2023
SALARY	Band 7

JOB SUMMARY

Under the direction of the Supervisor of Maintenance Services, this position 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.

JOB DUTIES AND RESPONSIBILITIES

- Ensures the preservation of assets by performing a high standard of maintenance duties, responsible for identifying and reporting potential of risk to protect the safety of our residents and our assets.
- Delivers the preventive maintenance program with an emphasis on mitigating risks throughout the entire housing portfolio and commercial buildings.
- Seeks approval from the Supervisor of Maintenance Services for task not outlined in the job description.
- Requests a Work Order from the Maintenance Clerks prior to commencing any work or task.
- Completes Work Orders assigned and inputs detailed technical notes and observations about the completed work daily and upon completion.
- Carpentry: general carpentry including, but not limited to, repair and/or replacement of; doors, windows, flooring, kitchen cabinets, decks and railings.
- Plumbing: limited to the Scopes of Practice of the Building Opportunities in the Skilled Trades Act, 2021, which limits non-licensed workers to:

- 1) Assembling a unit prior to delivery to a building or site (for example, assembling the tank and bowl of a toilet or assembling an entire vanity with faucet and putting it in place, but in both cases, cannot connect to the water supply or sewer) and;
 - 2) Laying of metallic or non-metallic pipe into trenches to form sanitary or storm sewers, drains or water mains.
- Painting/Drywall: general painting and drywall repairs including but not limited to, installation or repair of drywall or plaster, mud, sand, painting, as well as preparing the areas, including removing and installing cover plates on switches and receptacles.
 - General maintenance such as lock replacement at move out, replacement of smoke detectors, furnace filters, and light bulbs.
 - Exterior Landscaping: Removal of trees, tree trimming, trips to the dump, cut grass, etc.
 - Exterior Building Maintenance: Repairs and/or replacement of shingles, soffit/fascia, eaves trough and screens. Snow removal and grass cutting. Eaves trough cleaning when required.
 - Interior of Buildings: Move out repairs, repair and moving of appliances and cleaning when requested.
 - Responsible for Life Safety Inspections; annual smoke detectors and door closures.
 - Assists Maintenance staff with inspections when access to a unit is required.
 - Responsible for Asbestos Remediation (Type 1, 2) and Mould Remediation.
 - Maintains daily journal of work performed.
 - Maintains inventory of supplies and submit orders to the office to replenish stock.
 - Performs maintenance tasks in the event of emergencies as requested by the Supervisor of Maintenance Services
 - Shows units to prospective tenants when requested by the Tenant Services Staffs.
 - Reports maintenance repairs and deficiencies to Maintenance Officer.
 - Reports safety hazards and incidents to the Supervisor of Maintenance Services.
 - Reports vandalism and disturbances to Maintenance Officer and/or appropriate authorities.
 - Ensures equipment is in safe operating condition, stored safely and securely after each use.
 - When assigned a corporate vehicle, completes vehicle inspection reports on daily basis as per Ministry of Transportation guidelines.
 - When assigned a corporate vehicle, reports any problems with the company vehicle(s) and transport for servicing.
 - Keeps office, tools and supplies in a clean, organized, safe and secure manner.
 - Trains, provides direction and supervise students when assigned.
 - **As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

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.