

INTERNAL - EXTERNAL POSTING

DATE OF POSTING: **January 4, 2022**

APPLICATION DEADLINE: **JANUARY 21, 2022**

REPORTS TO: Maintenance Supervisor or Facilities Director **DEPARTMENT:** Facility And Maintenance Services

FULL-TIME MAINTENANCE WORKER

Sojourn House is an essential service agency and all staff must be fully vaccinated as per Agency policy. We are currently looking for a **Maintenance Worker** to be responsible for assisting in all areas in the application of corrective and preventative building maintenance for two 24/7 refugee shelters located in downtown Toronto.

General Responsibilities

- Performs maintenance repairs and prepared vacant units for occupancy and report repairs requiring a contractor
- Ensure assigned work orders are completed accurately and on time and documented
- Daily/weekly/monthly check of mechanical systems including pressurized gauges, pumps, boilers, air handling units, water storage units, electrical panels, fire equipment and hose cabinets where a licensed tradesperson is not required.
- Performs basic carpentry, electrical, painting, mechanical and plumbing maintenance including but not limited to furniture repairs, making / installing shelves; installing switches, electrical outlets, dimmers or receptacle plates; replacing plugs and other minor appliance repairs; repairing and painting of drywall; disassembling and reassembling equipment, office furniture; replacing sinks and toilets; applying floor finish material such as linoleum or carpet and general HVAC system maintenance that does not require services of a licensed trade or technician
- Performs heavy-duty cleaning including but not limited to shampooing carpets, waxing floors or cleaning hard-to-reach light fixtures, furniture, appliances and floors when preparing vacant units.
- Seasonal maintenance tasks such as but not limited to salting/sanding/clearing of ice and snow from entry ways, foot paths, parking areas and roadways as required. Record activities in the activity log.
- Assist in maintaining required building and operational systems logs: such as but not limited to fire; elevator; roof anchor inspections; health and safety; and snow and de-icing logs and building and unit inspections
- Perform and or assist in the performance of daily, weekly, monthly fire code requirements

Daily perimeter inspections to monitor and report building repairs or health and safety issues

Education/Training/Experience

- Diploma/Certificate in Building Maintenance or Home Renovation from an accredited trade school /college
- Certificates in: WHMIS, Ladder Safety and Standard First Aid Certificate preferred
- Minimum 3 to 5 years hands-on experience in building maintenance or home renovations

Knowledge/Competencies

- Demonstrated ability to review and work from repair manuals or specifications; interpret plans and blue prints
- Ability to use manual and power tools is required.
- Must have **physical ability to lift up to 50 lbs.** for frequent carrying/lifting/moving equipment/furniture and to climb heights using an extension ladder
- Ability to carry out day to day functions of a physically challenging position requiring kneeling, crouching, reaching, climbing up and down extension ladder, run to shut off water if a water line has ruptured etc.
- Good communication skills in English.

Working Conditions

- May occasionally be required to cover at other locations when operations require
- Exposure to working water, dust, dirt, grease, paint fumes, chemical, equipment noise and vibration

Other

Rate: **\$19.80/hour (2022 rate) , Monday – Friday. 37.50 hours/week**

Start Date: *As soon as possible*

Apply: hr@sojournhouse.org and indicate **MAINTENANCE WORKER** in the subject line.

Sojourn House thanks all applicants but will contact only qualified candidates selected for interviews

Previous Applicants Need Not Apply

*Sojourn House is committed to employment equity and encourages applicants from all equity seeking groups.
In accordance with AODA, you can request for accommodation throughout the hiring process.*