

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2024-71**

<b>POSITION TITLE:</b> Maintenance Lead Hand	
<b>DEPARTMENT:</b> Housing	<b>STATUS:</b> Regular Full-Time, CUPE 7797
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> N/A
<b>REPORT TO:</b> Senior Property Manager	<b>HOURLY RATE:</b> \$30.94
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** The Maintenance Lead Hand, reporting to the Senior Property Manager, and working out of different locations, is responsible for the overall general repair of, and preventative and routine maintenance for, all building structures, equipment and furnishings, on a timely basis. Responsible for ensuring that safety and security equipment is functioning properly according to the applicable regulations, and ensuring the general health and safety of residents, staff and visitors. This position is part of **CUPE LOCAL 7797**.

### MAJOR DUTIES:

- Be familiar with all rules and regulations as set out by the Ministry of Municipal Affairs and Housing, the Ontario Building Code, the Health and Safety Act and implement these rules and regulations in coordination with the Housing Managers.
- Identify the need for, and carry out, repairs and/or installations to physical structure and to the mechanical and electrical equipment of the assigned buildings as approved by the Housing Managers, (e.g., fan coil units, electrical appliances), install and repair plumbing, (e.g. valves, pressure reducing valves), install and repair electrical equipment.
- Be responsible for the preventative maintenance of all assigned buildings. Annually, quarterly and monthly check the boilers, Onyx-fire, power vac and exhaust fans in all buildings. Develop and implement a Preventative Maintenance Program for assigned building(s).
- Ensure that, in the assigned building(s), fire prevention systems are working and comply with Fire Code Regulations and that maintenance to the systems is up to date. Conduct and supervise regular fire drills as required by law.
- Supervise and/or carry out renovations, which may include unit repairs after tenants vacate, with the approval of the Housing Managers. Conduct yearly unit inspections, complete checklists, and ensure repairs on units are completed satisfactorily at assigned building(s).
- Advise Housing Managers of any necessary charges to residents as a result of damage to units.
- Operate and adjust all air supplies and exhaust systems, heating equipment and make necessary changes, adjustments, or modifications in order to obtain the desired results, using blue prints, sketches, manufacturers' specifications, and manuals.
- Recommend to the Housing Managers and VP CFO, repairs or physical changes to the mechanical and electrical equipment and the physical structure of the assigned building(s).
- In coordination with the Housing Managers, direct replacement staff, contractors, and volunteers at assigned building(s).

### REQUIREMENTS & QUALIFICATIONS:

- Building Engineer Certificate or Third Class Stationary Engineer Certificate
- WHMIS certificate
- 3-5 years related job experience at Maintenance Level 2
- Demonstrated ability to work within budgets, maintain required records, and make required reports
- A valid Ontario Drivers License is preferred
- The ability to assess clients' situations accurately and to recognize deteriorating social, environmental and/or health conditions
- The physical strength, stamina and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- An ability to respond to and resolve a variety of emergency maintenance situations.

**To apply, submit your resume with "TNG2024-71" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**