

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

POSITION TITLE: Maintenance Support Worker	
DEPARTMENT: Housing	STATUS: Canada Summer Jobs
# HRS / WEEK: 30 Hours/Week	CONTRACT DATES: 30 hours per week, 9 week contract
REPORT TO: Director, Housing	HOURLY RATE: \$18 per hour

GENERAL DESCRIPTION: The position is responsible for cleaning and maintaining Agency Housing sites. Duties include maintenance and repairs of interiors, supply acquisition, garbage removal and upkeep of exterior grounds and walkways as assigned. Assist with maintenance of building equipment and machinery and respond to emergencies as necessary or required. This position reports to the Property Manager.

MAJOR DUTIES:

- Maintain the interior of the building(s) in an appropriate state of cleanliness, including but not limited to maintenance of interior common rooms, corridors, and elevators
- Ensure that regular building maintenance is scheduled and/or performed, and logged
- Complete assigned work orders on a timely basis
- Maintain areas surrounding building by clearing litter. Be responsible for landscaping duties and additional maintenance as required
- Garbage collection at specified TNG sites
- In conjunction with maintenance staff, conduct move-in/move-out inspection of units for cleanliness; clean, paint, repair and perform unit maintenance as directed
- Ensure secure buildings and a clean, safe and healthy work environment
- Communicate all building/tenant issues to the Property Managers and /or appropriate staff in a timely manner
- Work with management/ joint health and safety committee to identify and correct health and safety hazards in Agency buildings, and assist in resolving them as directed
- Move supplies, assist with receiving shipments when required
- Be available to cover and or assist maintenance and custodial staff at all buildings

REQUIREMENTS & QUALIFICATIONS:

- Knowledge of appropriate cleaning materials and techniques, and the skills to use them
- The technical skill to recognize and resolve maintenance problems such as minor plumbing, carpentry and electrical repairs.
- Excellent interpersonal skills and a calm and tactful manner.
- The ability to work with minimal supervision and to work effectively as a team member
- The physical strength, stamina and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- Preparedness to experience occasional exposure to filth and contagious disease, as well as irate and abusive persons.
- Preparedness to experience frequent exposure to animals, especially dogs and cats, as well as their excrement and dander.

In order to apply for this position, you must be 15 to 30 years of age. You must be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Canada.

Please submit your Cover Letter and Resume, using the subject line "Maintenance Support Worker" to:
summerjobs@tngcs.org