



Victoria Park Community Homes is a private non-profit housing corporation with a dedicated team of Board volunteers and staff committed to strengthening individuals, families, neighbourhoods and communities by providing stable quality affordable homes. We value a workplace environment in which employees take responsibility for their actions and performance; contribute to team efforts by offering help whenever it is needed; demonstrate integrity, respect and courtesy; and are committed to providing the highest quality of service.

## **INTERNAL JOB POSTING**

**We have an opening for a full-time, permanent**

**LIVE-IN MAINTENANCE ATTENDANT**

**With On-Call Responsibilities**

(151 Queen Street & 40 Oxford Street, Hamilton, ON)

### **POSITION OBJECTIVES**

The Live-in Maintenance Attendant is responsible for the day-to-day maintenance service duties, preventative maintenance and on-call responsibilities.

### **CORE COMPETENCIES**

The incumbents will possess the following core competencies: Thoroughness; Flexibility; Emotional Intelligence; Common Sense and Good Judgement; Managing Time and Meeting Deadlines; Effective Communication

### **COMPENSATION**

**STARTING SALARY:** \$44,758 per year

**BENEFITS:** Unit + utilities (taxable benefit); Group health insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan); pension plan; professional training and development opportunities; paid time off; 3 weeks' annual vacation to start.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform maintenance duties assigned via the Yardi Maintenance Mobile App, updating the work order with work performed, or as discussed with supervisor, including: plumbing, minor electrical, appliances, drywall, painting, and other general repairs.
- Participate and perform regular inspections and maintenance as part of The Village Preventative Maintenance Schedule.
- Remove litter and empty garbage receptacles from the common, office, parking garage and playground/park areas outside the building daily.
- Garbage compactor room to be cleaned and inspected regularly; bins to be picked up by the garbage truck and rotated in accordance with the garbage schedule.
- Participate in a regular on-call rotation (commencing 4:30 pm on a Friday through to 4:30 pm of the following Friday and covering, weekends, statutory holidays, and non-regular hours of employment).
- Respond to all after-hours calls assessing the issue for the appropriate response and address the issue either by carrying out work and/or dispatching contractors as necessary.

- Perform other duties as assigned.

#### **MINIMUM EDUCATION, EXPERIENCE, AND QUALIFICATIONS REQUIRED**

- Reliable; has a positive, customer-service oriented attitude
- Excellent English language communication skills – written, spoken, and listening
- Enjoys fixing and maintaining building components in a proficient manner
- Experienced with maintenance of high-rise buildings and residential properties
- Secondary School Diploma or equivalent
- Certified by a recognized authority to administer Emergency First Aid and CPR. Training will be provided by the employer at the employer's expense.

#### **WORKING CONDITIONS**

- Be bondable and prepared to execute the Bondability Affidavit
- Successful candidates will be subject to a satisfactory Police Check at their expense.
- This position is open only to those legally entitled to work for any employer in Canada.
- The position is based at 151 Queen Street, 40 Oxford Street and 155 Queen Street, Hamilton.
- Required to wear personal protective equipment regularly.
- Hours of employment are 8:00 a.m. – 4:30 p.m. Monday to Friday + rotating on-call responsibilities.
- Parking provided onsite (taxable benefit).
- Company cell phone and access to a company vehicle.
- Possess a valid and unrestricted Class G Ontario Driver's License for the class of vehicle operated.
- Frequent exposure to the elements.

**Interested and qualified applicants can submit their resumes with cover letter by**

**Monday, June 27<sup>th</sup> at 4:00 p.m.** by email: [Recruiter@vpch.com](mailto:Recruiter@vpch.com)

**ATTN: Human Resources**

*Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process.  
Applicants are requested to make their needs known in advance if accommodation is required.*

*We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those  
selected for an interview will be contacted.*

*No phone calls or placement agencies, thank you.*