



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Maintenance Worker Competition #2019-041-HHS

Employment Type:	Full-Time, Bargaining Unit
Work Hours:	35 hours/week (includes on-call shifts as assigned)
Salary:	External Rate: D7 - \$36,656 Internal Rate: D8 - \$37,404
Application Deadline:	Open until filled

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81st year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Building Services, Housing & Homelessness Services

Building Services is responsible for preventative and emergency maintenance at WoodGreen owned, leased and managed properties, including janitorial, grounds keeping and security. The program is responsible for preparing residential suites for new occupants; supervising and carrying out upgrades to offices and properties; providing physical support to WoodGreen programs and services as well as ensuring all applicable codes, standards and policies are met and adhered to.

What You Will Do

- Carries out minor repairs to the building's mechanical and electrical equipment, physical structure, and furnishing as assigned.
- Assists with making apartments ready for occupancy following WoodGreen procedures.
- Makes regular inspections of the grounds, building, plumbing, electrical fixtures, appliances, and major equipment and reports all repairs needed to Management.
- Ensures that the buildings security system and fire equipment are working and that the building is secure.
- Repairs or replaces equipment as necessary with Management's approval.
- Assists in maintaining an inventory of tools, equipment and supplies.
- Responsible for set-up and moving of equipment and furnishings for use in Woodgreen programs.
- Ensures the building is operating in a safe and clean manner.
- Ensures that equipment, tools, materials and workspaces are maintained in a clean, safe and functional manner.
- Ensures that buildings are being maintained in an appropriate manner and that the Woodgreen policies are being adhered to.
- Clears the grounds of refuse, ice and snow.

What You Bring to the Team

- High School diploma.
- One to two (1-2) years of related experience as a tradesperson.

What Will Set You Apart

- Able to follow written and verbal instructions.
- Able to communicate verbally and in writing in English.
- Able to work with little direct supervision.
- Able to work within a team.
- Skilled in basic maintenance trades, such as plumbing, painting, dry wall, carpentry.
- Capable of using power tools.
- Capable of using medium to heavy equipment, such as floor renovators.
- Basic problem solving skills.
- Able to lift, push and pull heavy objects.
- Able to work on-call overnight shifts as assigned.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1 year+), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	careers@woodgreen.org

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.