



Maintenance Worker ***Full-Time Permanent***

THE CANADIAN MENTAL HEALTH ASSOCIATION, ELGIN BRANCH provides community-based mental health care in St. Thomas and Elgin County. We are seeking an individual to provide maintenance services to support operation of CMHA Elgin's commercial and residential facilities.

Responsibilities

- general repair and renovation of office sites, program sites, and approximately 100 residential units, as well as a fleet of vehicles, operated by CMHA Elgin;
- cleaning duties including readying units for re-occupancy, vacuuming vehicles, etc.;
- completing daily, monthly, and annual building and vehicle inspections;
- coordinating contractor services when needed for specialized repairs;
- maintaining documentation in accordance with Branch policy, procedure, and practice;
- providing instruction to tenants in operation of various household appliances or equipment;
- seasonal duties such as eaves trough cleaning, walkway or driveway shoveling, cleaning windows, etc.

Skills and Qualifications

Candidates must possess:

- knowledge, skill, and experience relevant to diagnosing plumbing, electrical, appliance, vehicle and other equipment malfunctions and determining whether specialized diagnosis or repair is necessary;
- general knowledge, skill, and experience relevant to renovation and repair including,
 - resolving minor plumbing and equipment malfunctions,
 - minor vehicle maintenance (e.g. replacing lights),
 - painting,
 - drywall repair,
 - installations (faucets, light fixtures, flooring, appliances), and
 - carpet shampooing using industrial equipment;
- sensitivity and patience in interacting with people with mental health conditions and people with different abilities;
- a satisfactory criminal record and vulnerable sector screening;
- ability to work independently or in conjunction with another maintenance worker, taking initiative to identify work needs and complete necessary work in absence of supervisory direction;
- general competence in use of a computer, communicating using email, and learning to use computer software;
- a valid Class G or equivalent Ontario Driver's Licence without restrictions;
- daily use of a reliable vehicle; and
- a satisfactory criminal record check and vulnerable sector screening.

Compensation:

- \$1392.62 – \$1584.91 biweekly for 35 hours per week
- benefits (health, dental, LTD, AD&D, life insurance)
- pension

Please forward a resume quoting Job #2017-011MNT by 11:00PM on 17 December 2017 to:

Human Resources Department
hr@cmhaelgin.ca

Only emailed submissions will be accepted.