

**GENERAL INSTRUCTIONS:** Resume should include details of education and experience if any. Applicants must clearly demonstrate on their application and during the selection process that they meet all the essential criteria. During the selection process you must provide concrete examples which illustrate how you meet each qualification. Must provide proof of education credentials; along with your application. Please ensure you provide full contact details including phone or email address for reference. **Candidates will not be solicited for missing information.**

**POSITION LOCATION:** Under the direction of the Director of Support Services, This position is responsible for the regular and emergency maintenance services to Community Living Elgin owned properties in accordance with any building, fire code, Health and Safety or Ministry requirements. Further, this position in conjunction with the Program Supervisors and full-time staff is responsible for the fleet maintenance of agency owned/leased vehicles.

## HOURS OF WORK -

Total hours scheduled in a **two** week pay period are **80**. Hours of work are Monday through Friday 8am-4pm with some on call responsibilities.

This temporary opportunity is currently anticipated to last until Nov 1 2019.

## QUALIFICATIONS

- Required two years (within the last 5 years) experience in a similar role related to general repairs and maintenance;
- High school diploma as a minimum educational component;
- Will be required to maintain a valid drivers' license for operation of the agency maintenance vehicle and in accordance with the guidelines set by Ministry of Transportation and to monitor regular maintenance needs of the assigned vehicle
- Provide general maintenance functions to replace/repair damaged or worn items in Community Living Elgin owned properties;
- Current certification in Standard First Aid with Heart Saver (CPR);
- Current certification in Crisis Prevention Intervention (CPI);
- Computer literacy with a focus on Excel and Outlook.
- Ensure ongoing compliance with by-laws and applicable legislation;
- Lifting up to 50lb is required.
- Schedule and arrange as required vendors to complete maintenance/repairs – ie: HVAC, furnace, electrical, security, plumbing, fire extinguisher to ensure they meet the required standards.
- A key component of this role is to demonstrate a high level of interpersonal skills to succeed in a collaborative working environment in order to develop and maintain positive relations with management, employees and suppliers; skilled trades (this position does not negate the use of skilled trades in Community Living Elgin operated properties and programs);
- Record required documentation as outlined in Community Living Elgin's Policies, Programs and Procedures (i.e. transportation logs, data entry in Excel spreadsheets for reporting).
- Ability to work at heights (i.e.: changing bulbs on ceiling fixtures);
- Ability to patch drywall, prime, paint;
- Ability to use hand a power tools (i.e.: skill saw, drill, hammer, etc.);
- Excellent communication skills are required;
- Demonstrated ability to work independently and apply sound decisions making principles;
- Demonstrated ability to self-manage and prioritize in a results driven environment.
- Required to work in a healthy and safe manner in accordance with the rights, duties and obligations outlined in the Occupational Health and Safety Act and Community Living Elgin's Health and Safety
- Includes but not limited to wearing PPE as prescribed.



**WAGES:** Based on the Classifications wage range, a starting hourly rate (probationary) of \$19.274/hr to \$23.0995/hr after five (5) years seniority in accordance with the Collective Agreement.

**OTHER NOTES:** Reference checks will be sought. An interview will be administered. A written examination may be administered. Candidates must meet the essential qualifications to be appointed to a position. Acknowledgment of receipt of applications will not be sent; we will contact candidates when the screening process is completed. For this selection process, our intention is to communicate with the candidates by email. Candidates who apply to this selection process must include in their application a valid email address and make sure that this address is functional at all times and accepts messages from unknown user (some email systems block these types of email).

*“Community Living Elgin will provide, upon request, accommodation to the materials and processes used in the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards”.*

Job Types: Full-time, Temporary

Salary: \$19.27 to \$23.09 /hour

Please email your resumes to: [h.olynyk@communitylivingelgin.com](mailto:h.olynyk@communitylivingelgin.com)