



**Employment Opportunity  
Full-time Maintenance Technician (Team Lead)  
Temporary up to 12 months\*  
Unionized Position**

\*The successful candidate will return to his/her original position once the temporary position has ceased.

**Purpose of Position:** Under the supervision of the Capital Projects Manager, you will be responsible for scheduling and directing a crew of Maintenance Technicians and the Janitorial Cleaner involved in the upkeep of NHC's portfolio; train and provide work direction and guidance. In addition, the person will be responsible for physically assisting with the maintenance of NHC's portfolio, ensuring protection of the corporate assets and the provision of a healthy and safe environment by the implementation of a timely and high quality emergency, routine and preventative maintenance and repairs program.

**Qualifications:**

High school diploma minimum, community college and/or trade school preferred. Excellent customer service and interpersonal communication skills. General knowledge of rental housing required and non-profit housing preferred. Valid driver's licence. Clear Criminal reference check.

**Experience:**

Minimum five years of related experience in general maintenance. Knowledge of plumbing, heating, electrical, carpentry, locksmith, and construction practices. Knowledge of janitorial duties and practices. Cabinetry experience preferred.

**Duties:**

In addition to all Maintenance Technician duties, the incumbent will:

- Inspect interior, exterior of units and buildings, grounds and playgrounds, assess need for repairs and lease compliance issues and provide appropriate follow-up
- Conduct pre-move out, pre-occupancy and year-end inspections and ensure identified deficiencies are appropriately dealt with
- Provide training, work direction and guidance
- Prioritize, schedule, assign, monitor, review, and coordinate the work of Maintenance Technicians and the Janitorial Cleaner to accomplish a wide variety of duties related to the maintenance of the portfolio and buildings.
- Report to Capital Projects Manager regarding work completed, referring unusual technical or personnel issues to the Manager

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- Review and monitor NHC work orders to ensure prompt responses to requests from tenants for repairs
- Respond to requests from tenants for repairs and refurbishment
- Ensure vacancies are prepared to NHC standards and within budget
- When required, work with the Director of Administration on complaints from tenants re: anti-social behaviour and other issues.

Complete job description is available at [www.nepeanhousing.ca](http://www.nepeanhousing.ca) under *Links*.

**Salary range:** \$26.67 – \$30.64 Hourly, 40 hour week.

Resumes can be submitted to Tim Dowell until 4:00 p.m. on Monday June 1, 2020 by e-mail to [timdowell@nepeanhousing.ca](mailto:timdowell@nepeanhousing.ca) fax 613-823-8453, or by mail/drop off at 16 Kilbarron Road, Nepean, ON, K2J 5B2.

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