

INTERNAL EMPLOYMENT OPPORTUNITY

MAINTENANCE REPAIR & BUILDING CUSTODIAN TEMPORARY, FULL-TIME POSITION (Approx. 6 month duration)

COMPETITION #AM 18-01

Only applications from current KDSB employees will be considered for internal job postings.

DEPARTMENT:	Asset Management
STATUS:	Temporary, full-time Non-union position
LOCATION:	Based in Kenora
AVAILABLE:	Immediately (approximately 6 month duration)
HOURS OF WORK:	Monday to Friday - 07:00am to 04:00pm Additional hours beyond the normal daily and/or weekly scheduled hours may be required from time to time depending on workload along with participation in the after-hours call-out process.
SALARY SCALE:	\$22.87 to \$28.54 per hour

POSITION DETAILS:

Reporting to the Manager of Maintenance, the Maintenance, Repair, and Building Custodian (MRBC) is responsible for assisting with in maintaining the varied portfolio of assets that are owned, leased, or occupied by the KDSB. These include, but are not limited to, office space, social housing facilities, land ambulance bases, and solar installations.

Key responsibilities include:

- Cleaning and maintaining common areas of apartment buildings including hallways, stairwells, entrances, lobbies, lounges, washrooms, and storage areas, including maintaining security by inspecting doors and locks
- Supporting quality maintenance standards in order to assist in timely turnaround of units, including cleaning out and disposing of debris/furnishings, stripping and waxing floors, washing windows, and painting.
- Completing general maintenance and repairs as directed by the daily work order system, which includes, but is not limited to, general maintenance, carpentry, plumbing, and fixture replacement and repairs, and approved electrical repairs under the Electrical Safety Authority (ESA).
- Completing general groundskeeping as necessary, which includes lawn care, maintenance of flowers/hedges, trees, clearing debris, snow and ice removal, sanding, and maintaining walkways and fences.
- Maintaining, repairing, cleaning, and servicing all general maintenance and groundskeeping supplies and equipment (i.e. snow blowers, lawn tractors, etc.)

Successful candidates will have:

- Knowledge, training, and experience in building construction and maintenance practices, building systems, and preventative maintenance, and building and suite cleaning.
- General knowledge and understanding of related legislation including the Occupational Health and Safety Act, Ontario Building Code, and Ontario Fire Code as they relate to public and non-profit housing.
- Good organizational skills, initiative, and ability to perform tasks without close supervision.
- Sufficient communication and interpersonal skills to deal effectively with various internal and external contacts with tact, and discretion while respecting confidentiality.
- Adequate computer skills and the ability to work within a computerized environment.

Qualifications will include:

- Successful completion of a High School diploma and one specialized training course in a building trade and two years' experience in the field.
- Experience in the private or public housing sector is preferred.
- Requires a valid Ontario Class G (or equivalent) Driver's License.

The above is not a fully comprehensive description of the position. For a full description of this position, please request a copy of the job description from your Manager.

HOW TO APPLY:

Interested candidates are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **Tuesday, February 13, 2018 at 12:00pm local time** to the:

Human Resources Department
Kenora District Services Board
Email: hr@kdsb.on.ca