

MAINTENANCE REPAIR & BUILDING CUSTODIAN

FULL-TIME POSITION BASED IN KENORA, ONTARIO
COMPETITION #AM 18-06-E

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire a **Full-Time Maintenance, Repair, and Building Custodian (MRBC)** located in **Kenora, Ontario** to join our Asset Management team. Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others.

Reporting to the Facilities and Operations Supervisor, the MRBC is responsible for assisting with 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.

Along with an excellent benefit package and participation in the OMERS pension plan, we offer a salary ranging from \$22.87 - \$28.54 per hour. 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, to the:

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

THIS POSITION IS OPEN UNTIL FILLED

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