



## **OTTAWA SALUS CORPORATION** **INTERNAL/ EXTERNAL JOB POSTING**

<b>Job Title:</b>	Custodian/Handyperson (Maintenance)
<b>Number of position(s):</b>	One (1)
<b>Job Type:</b>	(1) Permanent Full Time Unionized (35 Hours/Week: Monday to Friday)
<b>Date of Posting:</b>	June 3, 2022
<b>Date of Closing</b>	<b>Internal Candidates:</b> June 10 2022 as per the CA
	<b>External Candidates:</b> June 24, 2022
<b>Start date:</b>	As soon as possible
<b>Reports to:</b>	Property Manager

### **JOB SUMMARY**

Custodian/ Handypersons work as a team to maintain Ottawa Salus Housing to desired standards and to ensure the safety and security of the housing stock. The Custodian/ Handyperson role works toward the promotion of the agency's reputation in the community and good customer relations by the appropriate and timely response to requests for work and supervision of outside contractors. The position is required to adhere to planning and accountability mechanisms. Custodian/Handypersons support the agency in its role as Landlord.

Areas of responsibility for this position include, but are not limited to, the following:

### **RESPONSIBILITIES**

To maintain and repair properties.

- Follow cleaning routines and schedules.
- Receive work orders, complete tasks, and document work in a timely manner.
- Independently identify required work and problems, and initiate repairs and provide solutions. Monitor and maintain mechanical and utility systems.

To ensure the safety and security of the housing stock.

- Adhere to routines regarding the safety and security of housing sites.
- Monitor life safety systems, report, and resolve problems.
- Complete and constantly update all checklists and logs.
- Identify report and resolve all unsafe conditions and activities.

Promote healthy customer relations.

- Communicate with co-workers and tenants about the timing of required work.
- Remain current with, communicate and work toward agency standards.
- Adhere to RTA and agency policy in relations with tenants.

Participate in and adhere to planning/accountability mechanisms and support reporting.

- Stay familiar with agency priorities for work.
- Bring an understanding of the state of buildings to team and planning meetings.
- Record activity and needed activity.
- Know and adhere to budgets.
- Conserve and promote conservation.
- Participate in detailed inspection tours of all sites.

Supervise outside contractors

- Become familiar with contractors and their practices.
- Log times contractors spend on our sites.

- Record contractor activity.

## **QUALIFICATIONS**

- Experience working with adults with severe and persistent mental illness.
- Experience with the Residential Tenancies Act and Landlord/Tenant relations.
- Experience with commercial cleaning.
- Experience in all trades.
- High School Graduation.

## **LANGUAGE REQUIREMENT**

- English Language proficiency.
- Bilingualism in French and English will be a strong asset.

## **PRE HIRING REQUIREMENTS**

- Criminal reference check (Vulnerable Sector Screening)
- Valid driver's license and use of own vehicle.
- Medical certificate.
- Proof that the successful candidate has received both doses of a Health Canada approved COVID 19 vaccine at least 14 days before the first day of work, subject always to Ottawa Salus' duty to accommodate under the Ontario Human Rights Code.

## **KNOWLEDGE**

- Demonstrates knowledge of the Residential Tenancies Act.
- Demonstrates knowledge of health issues and social problems associated with psychiatric disabilities and the impact of mental illness on functional capacity.
- Demonstrates knowledge of Ottawa Salus policies and in particular Housing Policies.
- Demonstrates knowledge of health and safety regulations and practices.
- Demonstrates knowledge of mechanical systems and equipment associated with our sites.

## **SKILLS**

- Able to undertake heavy manual labour and work in extremes of temperature
- Demonstrates skill in all trades, cleaning, building codes and the construction process. (Carpentry, painting, electrical, plumbing, cement work, flooring, ceramic, framing, cleaning, landscape and yard care)
- Able to identify, avoid and resolve points of conflict with co-workers and clients.
- Able to create work plans, adhere to routines, manage time and work to deadlines.
- Able to record and accurately report work.
- Able to communicate about repair and renovation practices.
- Able to respond to crisis.

## **SUITABILITY**

- Displays values and attitudes in keeping with work with our client group (respect, sensitivity, caring and support toward a diverse population) and, in particular, a belief in the rights of persons with psychiatric disabilities.
- Respects confidentiality
- Demonstrates excellent judgment in regards to completing tasks.
- Shows a commitment to work.
- Demonstrates an ability to resolve workplace conflict.

- Manages stress related to the work environment.
- Able to balance multiple demands and set priorities.
- Shows initiative, independence, creativity and flexibility.
- Availability for on-call rotation (outside of regular business hours).

### **SALARY AND BENEFITS**

The salary range for the position is \$21.13 - \$24.24 per hour depending on an individual's relevant experience. Successful candidates will also be eligible for generous daily stand-by pay/compensation.

### **WHY WORK AT OTTAWA SALUS?**

Salus has a proven record of accomplishment of supporting clients and tenants with serious and persistent mental illness in the Ottawa area. The value of the work we provide to our clients and tenants is changing lives. The pride felt by our staff makes working here a fulfilling experience.

We offer all these and many more including:

- Competitive earnings
- Generous Health benefits and pension plan (HOOPP)
- Compressed workweek
- Flexible work start and end times
- Paid vacation days
- A friendly team who create a great work environment

### **APPLICATION INSTRUCTIONS**

If you wish to apply for this position, please send your resume with a cover letter by email to **HR@salusottawa.org** with the subject heading "**Custodian/Handyperson 2022**" by 4.30 pm on **June 24, 2022**. (As per the collective agreement, the deadline for internal candidates is June 10, 2022).

We thank all applicants for their interest; only those selected for an interview will be contacted.

Ottawa Salus is an equal opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application. Candidates requiring accommodation during the interview process should advise in advance.

The successful candidate must be eligible to work in Canada.