

Job Description: Roaming Maintenance Worker

Employment Type: FTE x 1 opening

Work Hours: 40 hours/week, may require some evenings

Salary: \$50,000–\$65,000 annually + robust benefits package

Application Deadline: ASAP - Open until filled

Department: Maintenance

Reports to: Director, Maintenance

Program Portfolio: Scattered Housing Portfolio across Eastern GTA

- Leslieville
- Danforth
- Malvern / Morningside
- Scarborough
- Cabbagetown

Corporate Compliance: Successful candidate will be subject to a satisfactory police background check. This position is open only to those legally entitled to work for any employer in Canada. Must be bondable and be prepared to execute the “Bondability Affidavit”

Core Competencies

Managing Performance / Overall Productivity: Take responsibility for one's own performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.

Common Sense and Good Judgement: Apply common sense and good judgment in daily activities and decision making.

Analytical Thinking: Tackle a problem by using a logical, systematic, sequential approach.

Managing Time and Meeting Deadlines: Manage time effectively to ensure that work is completed appropriately, and deadlines are met.

Effective Communication: Communicate with other staff and with external clients in a manner that produces desired results and enhances effective relationships

Objective

This full-time position is responsible for performing a wide variety of maintenance work to approximately 600 single-family homes managed by Circle Community LandTrust ("Circle").

Key Responsibilities

Perform maintenance tasks listed, but not limited to, the attached "Schedule A"

Utilize Circle's primary property management software, Yardi Maintenance IQ, to access and enter inspection and work order results from a smartphone

Inspect the work completed by third-party contractors in accordance with Circle's building specification

Ensure an adequate supply of stock material is available to ensure no disruption to day-to-day operations

Undertake annual testing/inspection of all smoke and carbon monoxide devices and undertake all administrative reporting as required by Ontario Fire Code

Perform preventive maintenance activities on buildings and equipment as directed by Director, Maintenance and complete the required documentation

Operate and maintain, in safe working order, all power tools, hand tools and other equipment used in the performance of maintenance duties

Maintain positive relationships with tenants and their visitors while performing the assigned duties

Notice of Entry (NOE) delivery to tenants

Conduct periodic unit inspections

Adhere to Circle's operating procedures and policies, including our Maintenance Service Standards

Janitorial and grounds maintenance duties, as assigned

Undertake any other assignments that may be required to assist the Maintenance Department in the overall maintenance of the properties.

Minimum Education, Experience, and Qualifications Required

Must have completed a journeyman's apprenticeship in a construction trade or equivalent combination of education and experience.

Must be able to work independently with little supervision while working in a "Team Approach" with our houses, contractors and other staff.

Customer service history demonstrates a positive and collaborative attitude

A valid Class G driver's license, granting unrestricted privileges to drive any car, van, or small truck, including Circle's fleet of vans and pickup trucks

Working Conditions

5 days a week (weekdays) delivering maintenance services to approximately 600 single-family homes and multi-residential buildings under the Management of Circle in the Eastern regions of the City of Toronto

Access to vehicle/truck

May be requested to work overtime to provide vacation/sick relief

Regular entry to tenanted and vacant units

Physical labour and frequent exposure to the elements

Required to wear personal protective equipment

About Circle Community LandTrust: Circle is a non-profit organization founded to protect and invest in some of the last affordable family-sized homes in Toronto. In June 2021, the City of Toronto chose Circle as the successful proponent to own and manage 561 houses transferred from Toronto Community Housing Corporation. For tenants, the benefits will be improved services and well-maintained houses. For Toronto, the benefits are the preservation and regeneration of hundreds of affordable houses – houses that would be impossible to replace in today's market – in mixed-income neighbourhoods. Beginning in April 2022, Circle began to complete the purchase of the houses, to bring them into a good state of repair, and keep them affordable. Governed by a volunteer Board of Directors comprised of leaders in the social housing sector, Circle has a vision of quality, family-sized, perpetually affordable homes in inclusive communities to serve today's tenants and future generations.

Schedule A

MAINTENANCE OBJECTIVES

PLUMBING:

- Washer, O-ring, and aerator replacement, install new kitchen/bath/utility sink faucets, replace faucet cartridges/handles
- Install new shower cartridges in the tub and shower valve
- Re-caulk bathtubs
- Basic ABS pipe removal and new installation of P-traps and under-sink drain replacement; identify improper drain setups (eg. S-traps) and poor plumbing venting
- Toilet maintenance: flush handles, flappers, flush valves, fill valve replacement
- Replace/install shut off valves
- Maintenance on utility sinks
- Install shower rods, towel racks, toilet paper holders
- Snake toilets, sinks and bathtub drains
- Snake main cleanout in basements

MINOR ELECTRICAL:

- Install battery operated and wired smoke alarms and CO detectors
- Test and change fuses/breakers only when person feels comfortable with electricity.
- Install light fixtures
- Install thermostats
- Install standard and GFCI electric receptables and light switches
- Replace motors in range hood exhaust fans
- Replace bathroom fans
- Install doorbells

HARDWARE:

- Repair and install locks and passage sets
- Repair/replace closet doors (sliders, rollers, handles, etc.)
- Repair cupboard doors
- Replace interior doors
- Repair/secure/replace stair railings
- Install weather stripping on doors

- Install wall protectors and door stops
- Install window clips
- Install kick plates and baseboards

APPLIANCES:

- Fridge maintenance: replace door gaskets, butter doors, crispers, brackets and bars and other internal fridge parts
- Replace door handles on fridge and stove
- Replace stove burners and oven elements
- Replace stove burner receptacles and infinite switches
- Repair stove control panel

MISCELLANEOUS:

- Caulking (exterior and interior)
- Exterior vent replacement (dryer vents and range hood vents)
- Reframe and repair damaged window and door screens
- Install window well covers
- Install downspout extenders
- Touch up paint
- Minor dry wall repairs
- Repair/refasten gates
- Replace missing fence boards