GUELPH NON-PROFIT HOUSING CORPORATION

is seeking

Maintenance Coordinators (2 positions available)

Location: Working in our Guelph location
Start Date: As soon as possible
Salary Range: Minimum of $60,000 and upper range will be determined based on credentials and experience

About Guelph Non-Profit Housing Corporation

As the largest social housing provider in Guelph-Wellington County, the mission of Guelph Non-Profit Housing Corporation (GNPHC) is building community through safe, affordable, and inclusive homes. The GNPHC Team and Board envisions our community as a place where everyone is welcomed, connected, and lives with dignity.

For more information, visit: https://www.wellington.ca/programmes-services/housing-services-supports/guelph-non-profit-housing

About this Amazing Opportunity

The Maintenance Coordinators report to the Executive Director of GNPHC. The position supports the effective, efficient, and timely coordination of maintenance services across GNPHC portfolio. The successful candidate will work closely with the other Maintenance Coordinator and Property Managers to ensure properties are safe, well maintained and compliant with appropriate health and safety standards and organizational policies. The role is responsible for coordinating preventative and responsive maintenance activities, managing work orders, liaising with contractors, requesting quotes and addressing tenant maintenance needs in a timely manner.

The incoming Maintenance Coordinators will have an incredible opportunity as we are uniquely positioned to grow. Passionate about social housing and having an impact with tenants, read more below:

Your Responsibilities

- Build positive relationships to effectively handle client complaints, contractors and solve problems between parties.
- Process all move in and move out activities including processing move out notices, answering all questions, inspecting units and determining required work to make ready for new tenants, ensuring keys are returned and locks are changed.
- Conduct timely move out inspections, conduct annual inspections of occupied units.
- Write up appropriate inspection reports, take pictures, and issues work orders.

- Management of capital projects.
- Coordinate the repairs, upgrading and daily routine maintenance of rental units and properties owned by the Corporation including vacant units, properties and grounds.
- Assess and receive estimates for all requests including repairs or unit upgrades from tenants and staff and determines the appropriate action to be taken.
- Handle emergencies in a timely fashion.
- Prepare and administer the preventative maintenance program in collaboration with the other Maintenance Coordinator for the nine GNPHC owned properties.
- Monitor the budget regularly, including monitoring operating materials and services budget, assessing trends in spending and identifying potential adjustments to stay within approved budget limitations.
- Gain approvals on work orders and payables for work issued, and query payments that are excessive or incomplete.
- Support Property Managers with repair requests.
- Perform regular and as required (i.e. annual) maintenance inspections of units, grounds, and mechanical systems and seek appropriate expertise when inspections are out of scope.
- Conduct annual fire drills.
- Maintain and administer the key system and hardware.
- Purchase adequate supply of appropriate products, materials and equipment for all sites as well as ensure they are properly maintained for safe use by the internal team.
- Update the inventory system for all new purchases.
- Investigate with appropriate assistance and follow up on incidents involving personal injury or property damage or other, by completing a risk management insurance incident report, and provide pertinent information to Management as well as insurance adjustors and legal counsel in conjunction with other staff.
- Ensure compliance with the Corporation's policies and procedures under the Housing Services Act, regulations and other legislation and guides, to ensure consistent application of rules and regulations.
- On-call Rotation for after hours and weekend coverage.
- Other duties as assigned.

What you Bring to the Role

- 2-3 years post-secondary certification in Property Management, Building Science or related field.
- Minimum 3 years' experience in property management, building science and maintenance.
- Thorough knowledge of computer software and database programs.
- Excellent communication and organization skills.
- Proven experience building strong relationships.
- Ability to solve problems and negotiate with tenants and contractors.

- Knowledge and experience with the applicable legislation (s) (SHRA, OBC, WHMIS, MFIPPA, Fire Code, Municipal Bylaws, etc.).
- Strong financial acumen.
- Advanced MS Suite; Beginner Yardi; Beginner Yardi Café.
- A valid driver's license (minimum G2 Class) and access to a reliable vehicle.
- Knowledge of community services, programs and organizations would be an asset.
- Experience with the Building Code and municipal by-laws are an asset.
- Experience with the Landlord and Tenant Board an asset.

Other Things to Consider

- 35 hours per week.
- Competitive benefits package.
- Professional development opportunities.
- Inclusive and supportive team.

Applying to this Role

Applicants are invited to submit a resume and cover letter to GNPHC@enlivenhr.ca **clearly marked Posting GNPHC – MC2026 by Sunday, November 15, 2026, at 5:00 pm.**

We thank all applicants for their interest in the role

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and people of colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

For candidates with disabilities requiring accommodation, you may contact GNPHC@enlivenhr.ca

Personal information collected through this application process will be used solely for determining eligibility for employment and will be handled securely in accordance with our internal privacy policies.