



## **Job Posting JP21-09-03 – EXTERNAL POSTING** **MAINTENANCE TECHNICIAN & MAINTENANCE TECHNICIAN/SUPERVISOR**

### **ABOUT DURHAM REGION NON-PROFIT HOUSING CORPORATION:**

Durham Region Non-Profit Housing Corporation (DRNPHC) is a social and affordable housing provider in the Region of Durham providing homes to tenants with low and moderate-incomes in approximately 1200 affordable rental units throughout 20 residential properties. Our portfolio includes multiple high-rise and low-rise apartments and townhouse complexes throughout the Region.

DRNPHC is seeking **(2) Maintenance Technicians, (1) Maintenance Technician/Supervisor**

### **JOB DESCRIPTION:**

Being a leader in non-profit housing in the Durham Region requires a focus on capital renewal and ongoing maintenance by the Maintenance Technicians.

The Maintenance Technician will undertake the responsibility to preserve the good condition and functionality of the Corporation's rental properties. This person in this role performs maintenance tasks of great variety such as carpentry, plumbing, electrical, landscaping, and sometimes cleaning per established techniques and safety requirements. The goal of this position is to maintain the units in the buildings, common areas and grounds in the best possible condition.

**SALARY & Benefits - \$45,000 to \$60,000**, medical, dental and a defined pension plan (OMERS).

### **1. Core Job Functions**

- Works independently within a team, focusing on quality, accuracy deadline compliance
- Conducts routine inspections of premises, equipment and preventative maintenance
- Oversees contractors when professional repairs are necessary
- Diagnoses mechanical issues and corrects the issues where possible
- Repairs machines, equipment, or structures as necessary
- Perform regularly scheduled, turnover and emergency maintenance tasks on properties including inspections, carpentry and drywall repair, painting, electrical work, appliance troubleshooting, and plumbing
- Perform light construction and other special projects as needed including renovations, remodels, basic concrete and brick work, siding and roofing
- Maintain all mechanical equipment in good, serviceable condition
- Maintain property grounds and landscaping in a professional manner
- Evaluate properties for proactive maintenance needs
- Record all inspections and maintenance on appropriate forms accurately and timely
- Order all supplies and equipment as needed within the maintenance budget
- Other duties as assigned

### **2. Qualifications**

- 3-5 years' experience in building maintenance including carpentry, electrical, and plumbing. Must be knowledgeable in repairs of doors, walls, floors, cabinets, plumbing, light fixtures, appliances, locks, etc. A trade license and/or college diploma is an asset
- Experience working with people of diverse backgrounds
- Excellent communication and interpersonal skills
- Valid driver's license, reliable vehicle and adequate insurance
- Satisfactory Police Security Clearance for Vulnerable Sector
- Travel within the Durham Region - Reliable vehicle, driver license and insurance in good standing is required

### **3. Work hours:**

- Some after hour or weekend work may be required; able to respond to after hour emergency situations; must participate in the on-call rotation
- Employees are required to be available and engaged in work-related activities during core working hours of **8:30 a.m. to 4:30 p.m.** Flexibility to shift core working hours is required
- May be required to attend events or meetings outside of normal work hours

### **HOW TO APPLY:**

**Please submit your resume and cover letter to:**

Human Resources  
Email: [careers@durham-housing.com](mailto:careers@durham-housing.com) Fax: 905-436-5361  
Durham Region Non-Profit Housing Corporation  
28A Albert Street, Oshawa, ON L1H 8S3

**Please quote the job posting number JP21-09-03 Maintenance Technician in the subject line with your submission.**

**Posted Externally: September 3, 2021 Internal Posting End Date: Open Until Filled**