



HURON WOMEN'S SHELTER SECOND STAGE HOUSING and COUNSELLING SERVICES

Job Description: Facility & Maintenance Assistant – Part time

Do you like working with your hands? Do you consider yourself as someone who is knowledgeable in a variety of DIY tasks? Are you wanting to learn more about property maintenance? Do you want to be part of a team that makes a difference in the world? Then this may be the opportunity you've been waiting for.

About us

We are a non-profit based in Huron County providing services to women and children impacted by Gender Based Violence. We have a 10-bed shelter and 3 apartment buildings (6-10 units each). The provision of secure, safe and affordable shelter and housing requires a well-maintained facility with a strategic approach to capital planning and care. We are seeking a compassionate, purpose driven individual with experience in general property maintenance to become the next member of our team!

The **Facility & Maintenance Assistant** is an important component of the organization and is responsible for contributing to a safe and efficient operation of the organization's four (4) properties and day-to-day upkeep which includes maintenance, repairs and coordination of external contractors.

Key job accountabilities include but are not limited to:

- Perform basic maintenance tasks and cleaning within and around our 4 buildings
- Perform maintenance/cleaning/painting and other tasks related to the turnover of units and renovations in the apartments and other projects
- Respond to maintenance work orders/requests in a timely and professional manner.
- Assist with maintaining the cleanliness of outside spaces such as parking lots and sidewalks.
- Managing garbage and recycling removal as per building requirements.
- Assist with a variety of tasks including trimming bushes and trees, cleaning and repair of eavestrough system, snow shoveling, maintaining playground equipment, installing shelving, moving and repairing furniture.
- Assist with plumbing, electrical and safety system inspections and repairs once trained.
- Be on site with tradespeople performing repairs and inspections

What you would bring to the role:

- 3 years' experience with general building maintenance and repair
- High school diploma or general education degree
- Willingness to learn with a hands-on approach
- Have a strong understanding of Health and Safety on the job and in the workplace.
- Experience with minor plumbing and electrical an asset
- Access to reliable transportation
- Ability to lift up to 50 lbs, stand for extended periods of time, climb ladders and work indoor and outdoor all year round.
- Outstanding communication, listening and problem-solving skills
- Demonstrated organizational abilities and exceptional customer service skills
- Ability to understand and navigate computer technology and applications
- A valid driver's license and access to a reliable vehicle.
- Ability to provide a clear driver's abstract, a clear current police vulnerable sector check
- CPR-C and First Aid training would be an asset

Pay: CA\$22.00 - CA\$24.00 per hour

Job Type: Part-time, 21 hours per week

Number of openings for this position: 1

If this opportunity looks like it is a good fit for you, apply today!

Please forward your email and resume to the Manager of Maintenance and Facilities at rhonda@huronwomensshelter.com by November 4th at 5pm.

We thank all those interested in the position, however, only those selected for an interview will be contracted.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status or disability status.