



## Ontario Aboriginal Housing Services

**Position: (2)** Internal Maintenance Workers

**Closing:** Posting will remain open until position is filled

**Term:** Full-Time (35 hours per week) 1-year contract *\*possibility for extension dependent on funding*

**Salary Range:** \$36,000 to \$40,000 per annum *\*funded through the Indian Friendship Centre*

Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures.”

We are currently seeking **(2) Internal Maintenance Workers** for our office located in **Sault Ste. Marie, ON**.

As an **Internal Maintenance Worker**, you will be an integral member of the Technical Services and Property Management Teams responsible for, but not limited to, completing daily maintenance duties, at various OAHS properties, consisting of a mix of janitorial and minor maintenance duties related to our multi-unit complexes and single detached residences. The successful candidate will be a goal-oriented, organized, enthusiastic individual who understands and appreciates how safe, affordable housing contributes to quality of life and serves as a stable foundation.

**The successful candidate will meet the following requirements:**

- ✓ Approved by the Indian Friendship Centre; and
- ✓ Must self-identify as Indigenous and are actively seeking employment.

**Please apply using the following URL:**

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including those who identify as LGBTQ2S+.*

***We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.***

**Compensation:**

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
  - Comprehensive medical & dental benefits;
  - \$1000 Health Spending Account + \$1000 Wellness Spending Account per employee;
  - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
  - Opportunity for cultural, educational, and other approved leaves;
  - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity;
  - A competitive salary of \$36,000 to \$40,000 per annum *\*funded through the Indian Friendship Centre*

**Duties and responsibilities will include, but not be limited to the following:**

- General cleaning of multi-unit building common spaces;
- Ensure public restrooms are stocked and cleaned within buildings;
- Report hazardous conditions or potentially unsafe conditions;
- Ensure supervisors or manager are notified of any repairs that may be required;
- Collect and dispose of trash from multi-unit buildings;
- Maintain and clean grounds and dumpster areas at multi-unit locations daily;
- Ensure yard maintenance is completed for multi-unit and vacant units, including grass cutting, snow blowing, and shoveling and salting walkways and entrances;
- Ability to work with a contract vendor services when necessary;
- Ensure salt deliveries are made to appropriate units;
- Removal of debris and household items left at vacated units;
- Change locks and secure vacant units;
- Deliver and change furnace filters;
- Ensure that vacant units are properly winterized; and
- Other minor repairs and duties as required.

**To qualify for this role, the successful candidate will have the following qualifications and skills:**

- Ability to perform manual labour, including bending, carrying, and lifting heavy objects weighing up to 45lbs;
- Ability or willingness to learn the operation of small machinery such as lawnmower, weed Wacker, snow blower, and cordless drill;
- Ability or willingness to learn to operate a truck and small utility trailer;
- Utilize various communication mediums to communicate with the technical and property management teams;
- Maintain a daily log of tasks completed to submit to supervisor;
- Knowledge of, or willingness to learn Microsoft Office suite and other software products (including Property Management systems) would be considered an asset;
- Ability to communicate professionally using multiple channels with a variety of stakeholders both internal and external to the organization; and
- Strong interpersonal skills and demonstrated ability to contribute to the achievement of team goals.

**Conditions of employment:**

- Ability to travel within 100km of assigned area as required;
- Ability to work varying hours/days;
- Valid CPIC Clearance (Criminal Records check) and/or Vulnerable Sector Check; and
- References.

**Working Conditions and Physical Capabilities:**

- Work from a vehicle a large portion of the time. Drive to inspection sites, make phone calls, write reports, or conduct other business while sitting in a vehicle;
- Encounter contaminants at times during inspections;
- Working outdoors can expose to hot and cold temperatures depending on season;
- Ability to climb a ladder, stairs, enter attic and/or crawl spaces; and
- Ability to lift to 30lbs.