

CITY OF HAMILTON

CITYHOUSING HAMILTON (CITYHOUSING HAMILTON – LOCATION – VARIOUS)

CITYHOUSING MAINTENANCE SERVICER - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Maintenance - CHH. Performs a variety of maintenance and repair duties in CityHousing developments including but not limited to general plumbing, electrical, carpentry work.

GENERAL DUTIES

Install, repair, replace and/or maintain the following:

- Plumbing, toilet tank and flange, plugged toilet, sink, faucet, floor drainage, wax seal, washer, shower head, caulking.
- Minor interior/exterior electrical/light fixtures, plug receptacle, fuses, switches, breaker, phone/cable jack, fridge timer, door controls, sensors, smoke detector.
- Carpentry/door lock set, sliding closet door mechanism, baseboard, cupboard doors, countertops, drawer tracks, mail slot, safety paddle lock, emergency panic bar.
- General/floor tile, plaster wall repairs, ceramic tile, dry wall patching, make window screen and frame, painting
- Appliances (ie: fridges, stoves).
- Repairs to residential units and public areas.

Inspect and monitor the following:

- Utilities including electrical backup generator, electrical supply room, water main supply, fire pumps, hot water storage tanks, heating furnace, fresh air intake units, exhaust/ventilating units.
- Public facilities including lounge, laundry, washroom, recycling, garbage disposal systems.

Perform walk through of assigned sites to ensure all equipment or systems in working order. Identify deficiencies and make repairs as required.

Perform routine maintenance repairs and non-scheduled/emergency repairs in order to maintain building facilities in safe and serviceable condition. Log activities as required.

Assist in operating a security monitoring system for surveillance cameras.

Input data into computer software programs such as Northgate, Asset Planner and Excel for work orders and lock/key systems. Operate Best Lock key making machine.

Assist with preparation of vacant apartments for viewing by making appropriate repairs.

Ability to travel to different CityHousing Hamilton locations as required.

Prepares work orders for previously unscheduled maintenance on an as need basis.

Assist the Contract Administrators by acting as a site contact during capital projects by showing contractors around if required.

Provide back-up to other CityHousing Maintenance Servicer positions throughout the CHH portfolio.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Working knowledge of the methods and practices sufficient to perform the work outlined above, including demonstrated ability to install, repair, replace and inspect plumbing, minor electrical, carpentry and other maintenance repairs as indicated.
2. Demonstrated ability to follow instructions and exercise tact when dealing with residents and staff.
3. Demonstrated ability to inspect, adjust, repair and investigate fire alarm systems, mechanical and electrical equipment. Garbage compactor and security monitoring system.
4. Demonstrated ability in cleaning and painting.
5. Knowledge of City By-Laws including animal, pest and noise control, property standards as well as the Residential Tenancies Act, 2006, and Housing Services Act, 2011, and CityHousing Hamilton policies and procedures would be considered an asset.
6. Ability to perform a variety of strenuous manual operations related to maintenance repairs including ability to safely move furniture and major appliances with appropriate equipment; load and unload vehicle. Must be capable of performing overhead duties including but not limited to ceiling drywall and under sink repairs.
7. This position requires a valid class "G" driver's licence and a provision of own vehicle for use on the job. Additional use of a City vehicle required (Must possess and maintain a driving record deemed satisfactory by the Employer – recent driver's abstract required upon request).

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF ID REQUIRED AFTER HIRE

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a Police Information Check, at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
