

CITY OF HAMILTON

CITYHOUSING HAMILTON (MAINTENANCE SECTION – LOCATION – 55 HESS ST. S.)

MAINTENANCE REPAIR PERSON - HOUSING - CUPE 5167

SUMMARY OF DUTIES

Reports to Manager, Maintenance. Performs general maintenance repairs such as carpentry, plumbing and electrical along with investigation of heating and appliance repairs throughout an assigned housing portfolio. Ensures the housing units, property and building systems are maintained in a safe condition.

GENERAL DUTIES

Acts as a primary source of contact for maintenance repair services for tenants.

Repairs doors, windows and screens e.g. locking devices, splintered casing and trim.

Performs caulking and glazing of windows including repairs to frames and replacement of damaged screens to windows and patio doors.

Removes and sets up floor tiles and installs or repairs hardwood floors.

Repairs kitchen cabinets or cupboards by adjusting or replacing cabinet doors and hardware.

Removes and replaces counter tops and stainless steel sinks.

Performs plumbing tasks including unclogging drains, repairing faucets, sinks and toilets.

Repairs or replaces electrical hardware such as ceiling fixtures, entrance and security lights and door bells.

Repairs interior walls, such as plastering, gyproc and ceramic tile. Installs drywall for repair or replacement.

Removes and installs toilets. Assists with installation of kitchen counter tops. Hangs or re-hangs doors.

Lays new under layer for floor repairs and sets vinyl tiles.

Carries materials needed for the job such as sheets of plywood, boxes of parts and supplies, containers of chemicals, window sashes, screens etc.

Maintains various work logs manually and electronically via computer entries as required

Assists with capital works assessments and preventive measures.

Assists with preparation of units for pest control management.

Liaises with contractors and tenants to co-ordinate repairs and maintenance requirements.

Shows housing units to existing and potential tenants.

Conducts fire safety monitoring.

Monitors and attends to building systems including but not limited to card access systems, surveillance systems,

KIRONA software

Works 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.

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

QUALIFICATIONS

1. Previous experience related to maintenance repairs such as replacing fixtures, electrical hardware, plumbing, drywall repairs and carpentry.
2. Ability to perform a variety of strenuous manual operations in maintenance repairs and replacement of fixtures, electrical hardware, plumbing and cabinetry.
3. Must be capable of performing overhead duties such as repairing and replacing light fixtures, ceiling drywall and under sink repairs.
4. Demonstrated ability to operate tools and equipment in a safe manner.
5. Ability to move furniture and major appliances; load and unload service vehicle.
6. Knowledge of the Residential Tenancies Act, 2006, and the Housing Service Act, 2011.
7. Experience in a computerized environment. Knowledge of Microsoft Outlook, Word and Property Management Software.
8. Knowledge of Northgate property management software would be considered an asset.
9. Good communication skills to deal with contractors, peers and tenants.
10. Valid Class "G" Driver's Licence.
11. Provision of a vehicle for use on the job.

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