

INTERNAL/EXTERNAL JOB POSTING (2020-73)



TITLE: Maintenance Specialist- Milton
POSITION TYPE: Part Time – Permanent (Union)
SCHEDULE: 25hrs/week (flexibility required as needed)
REPORTS TO: Facility Manager

POSITION DESCRIPTION:

The Bob Rumball Canadian Centre of Excellence for the Deaf (BRCCED) is a multi-purpose, multi-program facility that functions as community centres for the Deaf and as a non-profit charitable provider of services for the Deaf. The organization exists to provide care and opportunities in a communication-rich environment that enhances the quality of life of those we serve.

Reporting to the Facility Manager, the Maintenance Specialist is responsible for all maintenance work required within the residential, day program and administration facilities.

PRIMARY DUTIES

- Performs repairs to residential homes/apartments, day program and administrative facilities according to requests in a timely manner
- Investigate ambiguous repair request to find root problems
- Effectively communicates repairs required and provides explanation if they are not completed
- Seeks approval before completing work outside of regular maintenance
- Submits and adheres to a comprehensive preventative maintenance program for approval and execution
- Notifies the Facility Manager if the costs are going to exceed budgeted estimates
- Ensures Facility is kept up to date with the work required/completed within designated work sites
- Performs general repair work for residential and business facilities
- Ensures work follows the Ontario Building Code
- Completes repairs and maintenance work safety, according to schedule, within budget, and with respect for people in the residential setting or work site
- Ensures that completed work meets the specified standard and is completed within the time frames agreed upon
- Recommends cost saving strategies, enhancements and streamlining to ensure maximum efficiency and effectiveness in repairs, maintenance and preventative maintenance
- Assists in development of priorities for action, especially when resources are insufficient to meet all service objectives
- Ensures invoices and receipts are submitted with the relevant documentation and according to an agreed upon schedule
- Perform other duties as assigned

QUALIFICATIONS

- Completion of Grade 12 with appropriate certification in small repairs and maintenance
- Position may transfer to different locations based on business needs
- Working knowledge of the Ontario Building Code
- Committed to ongoing professional development
- Experience working with the Deaf community is an asset
- Possesses valid Class G Driver's License
- Positively promoted and maintains the vision, mission and policies of the organization and the people it supports
- Maintains confidentiality and engenders trust
- Demonstrates excellent communication and interpersonal skills
- Possess sound judgement and problem solving skills
- French language/LSQ an asset

Interested candidates please email resume to: Human Resources at careers@bobrumball.org or fax to (416).449.8881

Please contact the above if you need accommodation at any stage of the application process.

We thank all applicants in advance, however, only candidates selected for an interview will be contacted.

Posting Date: September 15, 2020

Closing Date: September 28, 2020

Start Date: Immediate