



Interim Place Job Posting Repair and Maintenance Coordinator Purchase of Service Contract Position

Interim Place is a dynamic anti-violence organization providing shelter, counselling and advocacy supports for women, youth and children experiencing violence in the Region of Peel. Interim Place offers a positive work environment for its employees and service excellence to its clients. We are committed to ending violence against women by acknowledging and addressing the multitude of barriers facing women who have experienced violence and by providing crisis intervention and a range of supports and services. Interim Place works within a feminist, anti-oppressive, anti-racist, queer and trans positive, disability positive, harm reduction framework.

Interim Place is looking for a professional and responsible individual to fill the role of **Repair and Maintenance Worker** under a service contract to maintain the physical structure, the operating systems, and the grounds of both locations and ensure the efficient operation of the shelters in the following areas: cleaning; supply co-ordination; preventative and minor maintenance and repairs. The position requires working between two program locations.

Facilities Maintenance

- Arrange for inspections of the systems and buildings to ensure equipment and building structure is secured and operational in accordance with The Annual Inspection Calendar.
- Provide timely service response as requested.
- Ensure general tidiness of the grounds and buildings.
- Keep door locks and entry systems in working order.
- Keep toilets, faucets and drains inspected and maintained.
- Oversee pest control for both the interior and exterior of the buildings.

Property Maintenance

- Maintain waste collection areas.
- Arrange plowing and snow removal as needed.
- Maintain lawn care through qualified personnel.
- Maintain proper drainage around building and perimeter.
- Maintain sprinkler systems, extinguisher and alarm systems.

Working with Contractors

- Select trade and service technicians based on expertise and cost effectiveness.
- Maintain Supplier's and Contractor's list.
- Provide quotes for projects to substantiate costing for Infrastructure Survey submission.
- Must always be present when a scheduled contractor is on site and verify all work done by contractors.

General Duties:

- Comply with all duties outlined in the Fire Safety Plan
- Work with Joint Health and Safety Committee to address emerging issues
- Coordinate the removal and installation of furniture including setup and assembly as required.
- Provide handyman services within the context of safety and security.
- Maintain inventory list and service logs of all agency equipment.
- Periodic reporting on building status and expenses relating to building maintenance as well as security.
- Track expenses for all activities related to repair and maintenance.



Qualifications:

- Minimum of 2 years related experience in skilled trades and/or building maintenance.
- Knowledge and experience in compliance with related building codes and legislation.
- Ability to perform a wide range of maintenance skills such as carpentry, plumbing, mechanics, janitorial, electrical, use of manual and mechanical tools.
- Strong communication skills.
- Enhanced negotiation abilities.
- Proven ability to work within timelines.
- Knowledge of women's issues and anti-racism/anti-oppression framework.
- Available for occasional evening and weekend work.
- Access to a reliable vehicle and current driver's license (travel between locations is required).

Hours:

21 hours per week occasional weekend and evening work.

The working schedule is a minimum of three (3) days per week, which must be allocated between the North and South Locations. The scheduled days will be mutually assigned.

Location:

North and South Mississauga

To apply:

Please send a cover letter and current resume by 5pm, Monday, March 16, 2020, with subject line: Repair and Maintenance Coordinator via email to businessmanager@interimplace.com. We wish to acknowledge all applicants, however, only those selected for an interview will be contacted.

Interim Place is committed to the development of an organization that reflects the community and women it serves. Applications from Indigenous Women, World Majority Women/Women of Colour, Lesbian, Gay, Bisexual, Trans and Queer Women, Consumer Survivors and Women with Disabilities are strongly encouraged.

Date of Posting: March 3, 2020

Deadline: March 16, 2020

