



**Internal/External Job Posting  
Repair and Maintenance Coordinator  
Purchase of Service Contract Position  
South/North Location**

Interim Place is a dynamic anti-violence organization providing shelter, counselling, and advocacy supports for all women and two-spirit, genderqueer, trans and non-binary people with or without dependents, who experience, have experienced or are at risk of experiencing any form of violence in the Region of Peel. Interim Place offers a positive work environment for its employees and service excellence to its clients. Interim Place works within a feminist, anti-oppressive, anti-racist, anti-colonial, queer and trans positive, disability positive, and harm reduction framework.

We require 1 candidate to fulfill the **Repair and Maintenance Coordinator** position. The Repair and Maintenance Coordinator will maintain the physical structure, the operating systems, and the grounds of both locations, and will ensure the efficient operation of the shelters in the following areas: cleaning, supply coordination, preventative and minor repairs. The position requires working between both locations.

**Responsibilities:**

**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, extinguishers, and alarm systems.

**Working with Contractors**

- Select trade and service technicians based on expertise and cost effectiveness.
- Maintain Suppliers and Contractors 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 handyperson 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 of 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.
- Ability to maintain confidentiality.
- Enhanced negotiation abilities.
- Proven ability to work within timelines.
- Knowledge of gender-based violence 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 of Work:** 21 hrs. per week, including occasional weekends and evenings.

Interim Place is committed to the development of an organization that reflects the communities it serves. We actively encourage applications from members of groups with historical and/or current barriers to equity, including:

- First Nations, Métis or Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion, and/or spiritual beliefs, or place of origin.
- Persons of marginalized sexual orientations.
- Persons with visible and/or invisible disabilities.
- Survivors of the psychiatric system/consumer survivors.
- Two-Spirit, genderqueer, trans and non-binary people.

Please send a letter of application and current resume to Interim Place by September 11, 2020 via email at [businessmanager@interimplace.com](mailto:businessmanager@interimplace.com). Include in the subject line: "Repair and Maintenance Coordinator". We wish to acknowledge all applicants, however, only those selected for an interview will be contacted.

**Date of Posting:** August 26, 2020

**Deadline:** September 11, 2020

