



October 28, 2020

Internal/External Job Posting: Maintenance Worker, Admin. & Operations

Permanent Part-time; 17.5 hours per week

Posting No. 2020-12

Davenport-Perth Neighbourhood and Community Health Centre is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants within a community development and health promotion perspective. The Maintenance Worker will ensure that the building, its grounds and the equipment at all its locations are well maintained. Weekend work may be required.

Responsibilities:

- Monitor, order and deliver, where necessary, maintenance and other supplies.
- Ensure that all tools and equipment are kept in good order and that minor repairs are carried out when possible.
- Ensure that mechanical equipment is monitored regularly and repairs and/or service arranged for when necessary.
- Ensure the grounds are regularly cleaned and maintained, including mowing of lawns, watering, sweeping, repairs to fences, maintenance of flowerbeds, raking and removal of leaves. During winter season, worker will use ATV vehicle for clearing of snow. Must take, pass safety course and learn to ride from an expert.
- Maintenance of bathrooms during the day and emergency cleaning of all facilities as needed.
- Ensure regular Jobsite Inspections are carried out as per requirements of the Joint Health & Safety Committee.
- Assist with setup of program areas and meeting rooms, with the moving of furniture and equipment when required as well as with the set up and operation of audio-visual equipment.
- Ensure that regular fire drills are held in compliance with the requirements of the Joint Health & Safety Committee.
- Monitor the sprinkler and fire alarm systems to ensure proper maintenance and operation.

Qualifications:

- 1 year's related experience.
- Proficiency in Math and English at a Grade 10 level or equivalent.
- Demonstrated knowledge of mechanical, electrical and security equipment sufficient to monitor and recommend servicing.
- Willingness and ability to undertake heavy physical work.
- Ability to carry out minor repairs on tools and equipment.
- Valid driver's license.
- Demonstrated ability to work independently and proactively.
- Good communication skills.
- Ability to work on weekends if required.
- Demonstrated ability to work with people of diverse cultures and ages.
- Basic computer skills and knowledge of Davenport West area are assets.

Hourly range: \$18.779-\$20.332 per hour, plus extended health benefits and Healthcare of Ontario Pension plan. This position is part of the Bargaining Unit.

Start ASAP: Monday: 1:30pm-5pm, Tuesday: 2pm-5pm, Wednesday: 1:30pm-5pm, Thursday: 2pm-5pm, Friday: 1pm-5:30pm (some flexibility in hours available).

Submit resume to email hire@dpnchc.ca or mail to 1900 Davenport Road, Toronto, Ontario M6N 1B7 and quote posting no. 2020-12.

Deadline Dates: Internal Applicants: 5 pm, November 5, 2020. External Applicants: 5 pm, November 10, 2020.

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any

other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment, all prospective employees will be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. The agency is a perfume free environment.

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