



Ontario Aboriginal Housing Services

Position: Building Maintenance Lead **Closing:** May 7, 2021

Term: Up to 1- year contract (35 hours/week)

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development, and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 75 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Main Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development, and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at www.OntarioAboriginalHousing.ca

We are currently seeking a **Building Maintenance Lead** for our office located in **Hamilton, Ontario**.

As the **Building Maintenance Lead**, you will be an integral member of the Technical Services & Maintenance Team responsible for, but not limited to, all aspects of property inspection, maintenance, and repairs of our existing housing stock consisting of both detached and multi-unit residences. You will also play an integral part in guiding, training, and on-site supervision of our maintenance team, which will consist of 2-4 individuals.

The successful candidate will be a goal-oriented, organized, enthusiastic individual who understands and appreciates how safe, affordable housing contributes to quality of life and serves as a stable foundation.

Duties and responsibilities will include, but not be limited to the following:

- Support OAHS’s mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Work closely with Maintenance Supervisor and Technical Services Manager to ensure OAHS maintenance and construction standards are met.
- Responsible for or assisting in all aspects of building and property maintenance compliance;
- Complete maintenance requests for our residential units both detached and multi.
- Renovate and repair vacant units for new Residents to move in.
- Inspections of upcoming vacant units to determine repairs required.
- Preventative maintenance inspections and reporting.
- Day-to-day site supervision and guidance of maintenance personnel.

- Carrying out property inspections and preparing inspection reports and work specifications
- Inspecting work performed by contractors to ensure completeness and quality in accordance with specifications;
- Securing vacated units;
- Purchasing and inventory of material required for repairs or renovations required.
- Other duties as assigned.

The successful candidate will have the following qualifications and skills:

- Appreciation for Indigenous cultures and a values system that believes in assisting people;
- The ability to speak or understand Cree and/or Oji-Cree would be considered a very strong asset;
- College Diploma/Certification in Construction/House Inspection, carpentry, plumbing, electrical or other related programs or a combination of education and related experience;
- General carpentry experience in areas such as flooring, trim work, cabinetry, etc.
- Minor plumbing, electrical, and/or HVAC experience.
- Drywall repair and painting
- Exterior repairs such as siding, soffit, fascia, eavestrough, etc.
- Experience installing windows, doors, etc. would be considered an asset.
- Other general repair tasks associated with single detached homes.
- Demonstrated experience and knowledge in property inspection and maintenance;

Conditions of employment:

- Ability to travel throughout the province of Ontario as required;
- Ability to work varying hours/days;
- Valid CPIC Clearance (Criminal Records check) and/or Vulnerable Sector Check;
- References;
- Current, valid Ontario Driver's Licence;
- Safe driving record (3-year Driver record search); and
- Full use of a safe, reliable vehicle.

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
 - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal Day, Remembrance Day, and Family Day;
 - Opportunity for cultural, educational, and other approved leaves;
 - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
 - A competitive salary in pay band B4 with a range of \$39,500.00 to \$62,400.00.

Working Conditions and Physical Capabilities:

- Work from a vehicle a large portion of the time. Drive to inspection sites, make phone calls, write reports, or conduct other business while sitting in a vehicle;
- Encounter contaminants at times during inspections;

- Medium to high level of social interaction. Meet with tenants, contractors, and others as part of the inspection process;
- Working outdoors can expose to hot and cold temperatures depending on the season;
- Ability to use office equipment, laptop, and computer software programs;
- Ability to climb a ladder, stairs, enter attic and/or crawl spaces; and
- Ability to lift up to 45lbs.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

- Email to HRHAM@oahssc.ca

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.