



Ontario Aboriginal Housing Services

Position: Building Maintenance Worker **Closing:** *Open until position filled*

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 Worker** for **Sioux Lookout, Ontario**.

As the **Building Maintenance Worker**, you will be an integral member of the Technical Services and Property Management Teams responsible for, but not limited to, completing daily maintenance duties, at various OAHS properties, consisting of a mix of janitorial and minor maintenance duties related to our multi-unit complexes and single detached residences. 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;
- General cleaning of multi-unit building common spaces;
- Ensure public restrooms are stocked and cleaned within buildings;
- Report hazardous conditions or potential unsafe conditions;
- Ensure supervisors or manager are notified of any repairs that may be required;
- Collect and dispose of trash from multi-unit buildings;
- Maintain and clean grounds and dumpster areas at multi-unit locations on a daily basis;
- Ensure yard maintenance is completed for multi-unit and vacant units, including grass cutting, snow blowing, and shoveling and salting walkways and entrances;

- Ability to work with a contract vendor services when necessary;
- Ensure salt deliveries are made to appropriate units;
- Removal of debris and household items left at vacated units;
- Change locks and secure vacant units;
- Deliver and change furnace filters;
- Ensure that vacant units are properly winterized; and
- Other minor repairs and duties as required.

The successful candidate will have the following qualifications and skills:

- Appreciation for Indigenous cultures and a values system that believes in assisting people;
- Willing to learn new things and ability to follow direction;
- Ability to perform manual labour, including bending, carrying and lifting heavy objects weighing up to 45lbs;
- Ability or willingness to learn operation of small machinery such as lawn mower, weed wacker, snow blower and cordless drill;
- Ability or willingness to learn to operate truck and small utility trailer;
- Utilize various communication mediums to communicate with the technical and property management teams;
- Maintain daily log of tasks completed to submit to supervisor;
- Knowledge of, or willingness to learn Microsoft Office suite and other software products (including Property Management systems);
- Ability to communicate professionally using multiple channels with a variety of stakeholders both internal and external to the organization; and
- Strong interpersonal skills and demonstrated ability to contribute to achievement of team goals.

Conditions of employment:

- Ability to travel within 100km of assigned area 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, or willingness to obtain G/G2 licence;
- Safe driving record (3-year Driver record search).

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 B2 with a range of \$32,500.00 to \$45,600.00.

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 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 HRSSM@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.