

THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department
Housing Services Division
22 Church Boulevard and 14 Centre Street, Erin
Require a
Key Tenant/Key Tenant Couple

Housing Services requires a Key Tenant or a Key Tenant Couple for the Adult Lifestyle Buildings at 22 Church Boulevard and 14 Centre Street, Erin, for a total of 27 units. The Key Tenant is required to live on-site in an apartment provided as a condition of employment under Section 93 Provisions of the Residential Tenancies Act, and duties relate exclusively to the security of the building and its tenants. The Key Tenant is responsible for all on-call requirements for after business hours; including evenings and weekend coverage. Key Tenants must be on-site, or in the event of occasional absence from the building, able to respond to emergencies immediately. A company cell phone is provided for on-call purposes.

The minimum qualifications for this position include:

- Ability to perform the duties as specified under "Principal Responsibilities."
- A combination of education and experience acceptable to the employer.
- Ability to understand oral and written communication.
- Ability to maintain confidentiality.
- Able to respond to tenant lockouts and assist with entry.
- On-call requirement for after business hours, including evening and weekend coverage.
- Police Vulnerable Sector Check is a condition of employment.

Compensation for this position includes a one bedroom apartment housing accommodation at 14 Centre Street with utilities included, and approximately one hour of work per week as required. The hourly rate for this position is \$19.47 (2019 Non-Union Compensation Grid).

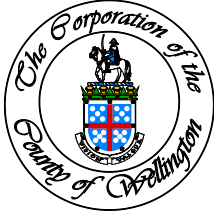
Applicants are invited to submit a cover letter and resume, clearly marked **Posting #035-18 by Thursday, March 14 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

For inquiries, please contact Melissa Sheflin at 519.824.7822 x 4960.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Key Tenant	Reports to: Maintenance Supervisor
Department: Social Services	Division: Housing Services
Effective: January 2006	Revised: February 2018

BASIC FUNCTION:

The Key Tenant is required to live on-site in an apartment provided as a condition of employment under Section 93 Provisions of the Residential Tenancies Act, and duties relate exclusively to the security of the building and its tenants. The Key Tenant is responsible for all on-call requirements for after business hours; including evenings and weekend coverage. Key Tenants must be on-site, or in the event of occasional absence from the building, able to respond to emergencies immediately. A company cell phone is provided for on-call purposes.

PRINCIPAL RESPONSIBILITIES:

Reporting to the Maintenance Supervisor, duties include the following:

- Responsible for all on-call requirements for after business hours, including evening and weekend coverage.
- Maintaining general security, ensuring doors are properly secured and performing daily building security checks.
- Reporting maintenance problems to the Maintenance Supervisor and/or Maintenance Coordinator.
- Reporting vandalism to the Maintenance Supervisor and/or Maintenance Coordinator.
- Reporting disturbances to Maintenance Supervisor and/or police.
- Assisting with lockouts.
- Monitoring fire alarm systems and in cases of fire alarms referring to Key Control Book (follow procedures).
- Visual fire code checks on weekends.
- Notify Maintenance Staff or contractor for snow/ice removal.
- Maintain Laundry Room schedule.
- Track changes to parking plan and advise Property Services Officer
- Show units to applicants when required.
- Complete and log fire watch when required.

- Other related duties only as requested by Housing Operations Manager and Maintenance Supervisor.
- Key Tenant applicants that are current County of Wellington tenants must have tenancy in good standing to be considered.

PROBLEM SOLVING RESPONSIBILITIES:

- Ensuring Key Control Book procedures are followed when required.
- Calling emergency services when necessary (alarms, disturbances, fire etc.).

CONTACTS:

- Internal: Tenants, Housing Services Staff
- External: Applicants

MINIMUM QUALIFICATIONS:

- Ability to perform the duties as specified under “Principal Responsibilities.”
- A combination of education and experience acceptable to the employer.
- Ability to understand oral and written communication.
- Ability to maintain confidentiality.
- Able to respond to tenant lockouts and assist with entry.
- On-call requirement for after business hours, including evening and weekend coverage.
- Police Vulnerable Sector Check is a condition of employment.

OTHER:

- Location: County of Wellington owned Housing properties.
- Hours of Work: varied, as required
- On-call Requirement:
 - Monday to Friday: 4:30 pm to 8:30 am
 - Saturday, Sunday and Statutory Holidays: 8:30 am to 8:30 am