



# 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”.
- Minimum completion of grade 10 combined with acceptable experience as determined by 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 \$19.86 (2020 Non-Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #101-20 by Friday, September 11 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto: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.



# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Key Tenant	<b>Reports to:</b> Maintenance Supervisor
<b>Department:</b> Social Services	<b>Division:</b> Housing Services
<b>Effective:</b> January 2006	<b>Revised:</b> May 2019

### **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.”
- Minimum completion of grade 10 combined with acceptable experience as determined by 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