



# THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department  
Housing Division

Requires a

## One Year Full Time Contract Maintenance Coordinator

This position reports directly to the Housing Maintenance Manager and is responsible for the direct maintenance of a portfolio consisting of family, adult and senior-lifestyle rental units located in Guelph and the County of Wellington, for the Housing Services Division. The Maintenance Coordinator ensures maintenance and preventative maintenance programmes are followed in order to keep properties in a safe, well-maintained condition according to approved standards, including legislation, regulations, policies and procedures.

### The minimum qualifications for this position include:

- High school diploma, plus an additional programme of over one and up to two years in architecture, building science, construction, maintenance or related field.
- Over one year related experience in building science, construction and/or maintenance, and human services.
- Knowledge of the Housing Services Act and Regulations, Residential Tenancies Act, Ontario Building Code, technical policies and procedures, and construction practices.
- Ability to adapt established methods or procedures, such as complying with legislation/by-laws and identifying maintenance problems.
- Ability to work with a diverse client group with technical expertise.
- Application of knowledge for problem solving is required.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Working knowledge of Microsoft Office and database software.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

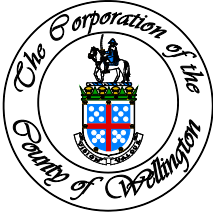
**This position offers a benefit package and a salary range of: \$67,704.00 - \$78,933.40 (2022 Union Compensation Grid), based on a 35 hour work week.**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #274-22 by Friday, August 5 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> Maintenance Coordinator | <b>Reports to:</b> Housing Maintenance Manager |
| <b>Department:</b> Social Services    | <b>Division:</b> Housing Services              |
| <b>Effective:</b> December 2003       | <b>Revised:</b> July 2022                      |

### **BASIC FUNCTION:**

This position reports directly to the Housing Maintenance Manager and is responsible for the direct maintenance of a portfolio consisting of family, adult and senior-lifestyle rental units located in Guelph and the County of Wellington, for the Housing Services Division. The Maintenance Coordinator ensures maintenance and preventative maintenance programmes are followed in order to keep properties in a safe, well-maintained condition according to approved standards, including legislation, regulations, policies and procedures.

### **PRINCIPAL RESPONSIBILITIES:**

Under the guidance of the Housing Maintenance Manager, the Maintenance Coordinator has the following duties and responsibilities:

#### **Maintenance of County Rental Housing Properties in assigned portfolio:**

- Directly responsible for daily maintenance requirements for approximately 450 family, adult and senior-lifestyle units, located in Guelph and the County of Wellington.
- Investigate maintenance requests from staff and tenants. Initiate work orders for repairs and follow up with staff, tenants and contractors on completion of work and correction of deficiencies.
- Conduct timely move out inspections, assign and schedule scope of work required, follow up with contractors for corrections or deficiencies, and ensure unit completion within required timeframes.
- Assist Property Services staff with enforcing property standards and eviction of tenants as needed.
- Annually inspect all units, report on repairs required, unit condition and appropriate tenant charges. Responsible for follow up and inspection of completed contractor work.
- Coordinate work with building custodians, ensure that proper maintenance standards are met.
- Conduct inspections on construction projects, identify deficiencies and recommend payment for tender work as assigned.
- Coordinate with Capital Works Coordinator(s) to inform capital planning by reporting on conditions and above average maintenance requirements of assets.

- Monitor expenses and operational budget impacts, identify and report on trends in spending and make adjustments to stay within approved budget.
- Review all operational maintenance accounts payable documents including but not limited to, work orders, invoices, quotations, reports etc.
- Approve operational maintenance accounts payable work orders and purchase orders for payment under \$501.00. Notify Management of excessive/unusual invoice trends or invoices for incomplete work.
- Prepare short-form tenders and review specifications, answering queries regarding specifications, monitoring work, and the completion of inspections.
- Implement preventative maintenance programme, annual fire testing and ensure reports and documentation is on file. Complete any necessary follow up as required.

**Maintenance Administration for entire rental housing portfolio:**

- Purchase adequate supply of standard products, materials and equipment as well as ensure equipment is properly maintained for safe use.
- Ensure inventory control of materials and equipment is maintained by including all new purchases are updated within inventory control documents and guides.
- Assist with the administration of operational tenders by conducting inspections, ensuring compliance with specifications, and recommending payment for items such as grounds maintenance, waste removal, elevator maintenance, and fire alarm maintenance and testing.
- Conduct inspections of capital works projects as assigned, including ensuring compliance with tender documents and recommending for payment.
- Provide updated Safety Data Sheet documents to all sites as needed.
- Deliver safety equipment as necessary to site staff to ensure work is completed in a safe manner.
- Coordinate with Property Services to investigate and resolve maintenance concerns within active tenancies.
- Provide parking enforcement in cooperation with Property Services including ticketing for unauthorized parking at all Housing properties and offices within the City of Guelph.
- Perform lock changes, troubleshooting and minor repairs with the use of hand tools.
- Act as backup to the other Maintenance Coordinators in their absence as directed.
- Act as backup to the Capital Works Coordinator in their absence as directed.
- Participate in on-call rotation for after hours, weekend and holiday coverage.

**ACCOUNTABILITY:**

Actions in this position could result in significant loss of time or resources. Must be able to work independently and provide accurate maintenance diagnosis/direction to contractors.

**PHYSICAL EFFORT AND WORKING CONDITIONS:**

- Physical activity is medium and of intermediate duration, such as performing inspections of building components that may involve climbing ladders/stairs and moving stock deliveries.

- Work is performed in an environment with regular exposure to major hazards, such as dust/dirt, chemicals, smoke/fumes, temperatures, infectious disease risk, verbal abuse and difficult behaviour.

### **CONTACTS:**

This position handles contacts of a difficult or specialized nature to discuss and resolve problems by presenting and obtaining information with the following:

Internal: Social Services Staff at all levels, Guelph Non-Profit Housing Corporation Staff.

External: contractors, suppliers, potential contractors/bidders, Municipal and Building Officials, Fire Prevention Officers, tenants, families of tenants, community agencies, other government agencies, etc.

### **MINIMUM QUALIFICATIONS:**

- High school diploma, plus an additional programme of over one and up to two years in architecture, building science, construction, maintenance or related field.
- Over one year related experience in building science, construction and/or maintenance, and human services.
- Knowledge of the Housing Services Act and Regulations, Residential Tenancies Act, Ontario Building Code, technical policies and procedures, and construction practices.
- Ability to adapt established methods or procedures, such as complying with legislation/by-laws and identifying maintenance problems.
- Ability to work with a diverse client group with technical expertise.
- Application of knowledge for problem solving is required.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Working knowledge of Microsoft Office and database software.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

### **CONDITIONS OF EMPLOYMENT:**

- Police Vulnerable Sector Check
- Proof of education
- Valid driver's licence (minimum G2 Class) and access to a reliable vehicle
- On-call rotation for after hours and weekend coverage

### **OTHER:**

- Location: 138 Wyndham Street North, Guelph, with travel within the County of Wellington and City of Guelph area
- Regular Work Hours: 35 hours per week, participate in on-call rotation for after hours and weekend coverage (some flexibility may be required)
- Regular travel required to attend meetings, training and work events
- Collective Agreement between the County of Wellington and CUPE Local #973