



THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department
Housing Services Division

Notice of Interest for Key Tenant Backup

Housing Services requires Key Tenant Backup positions to provide coverage in the Key Tenant's absence, for buildings located in the County of Wellington and City of Guelph. The Key Tenant Backup must be a current tenant of the building, with tenancy in good standing. **This position may be scheduled for up to one weekend per month (includes Friday, Saturday and Sunday shifts) and up to two full weeks per year (includes the one weekend per month).**

When scheduled, the Key Tenant Backup is responsible for all on-call requirements for after business hours, which includes evenings and weekend coverage. This position must be on-site and 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.

Only current County of Wellington, Housing Services Tenants may apply.

The Key Tenant Backup must be a current Tenant of the building, with tenancy in good standing.

When scheduled, compensation for this position includes a flat rate per shift of: \$22.00.

Weekday Shift Hours (Monday thru Friday): 4:30 pm to 8:30 am (16 hour period)

Weekend Shift Hours (Saturday thru Sunday): 8:30 am to 8:30 am (24 hour period)

You are invited to submit a letter of interest to the attention of Human Resources, clearly marked **Posting #026-18. Please indicate building residence when applying.**

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. 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 telephone number: 519.824.7822 x 4960.