

November 6, 2023
Internal /External Job Posting:
Maintenance Coordinator, Admin. & Operations
Permanent Full-time, BU
Posting No. 2023-27

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants within a community development and health promotion perspective. The Maintenance Coordinator will ensure that the building, its grounds and the equipment at all its locations are well maintained. **Weekend work may be required.**

Responsibilities:

- Organize and coordinate the acquisition of repairs and maintenance quotes as per policy and report back to the Director of Finance and Operations,
- Arrange, meet and find potential contractors,
- Monitors and supervises the work of contractors, and ensures they have appropriate insurance, work safety certification and training,
- Organize and coordinate the timely completion of: all work place safety inspections, fire drills, fire and sprinkler inspections, deliberator inspections,
- Monitor the sprinkler and fire alarm systems to ensure proper maintenance and operation,
- Ensure that regular fire drills are held in compliance with the requirements of the Joint Health & Safety Committee,
- Ensure that regular Jobsite Inspections are carried out as per the requirements of the Joint Health and Safety Committee,
- Coordinate and ensure that all maintenance/repairs are completed in an efficient and effective way,
- Maintenance of all lights, including emergency and exit lights, indoors and out,
- Ensure that the grounds are regularly cleaned and maintained, including mowing of lawns, watering, sweeping, clearing of snow, repairs to fences, maintenance of flowerbeds, raking and removal of leaves, during winter season, use of ATV vehicle for snow removal,
- Handle, where possible, all emergency repairs and cleaning, minor cleaning as directed, and situations essential to the safe operation of the centre,
- Ensure, when required, that the building is cleared and security system is set,
- Deliver supplies to other DPNCHC locations, as needed.

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Qualifications:

- 3 year's related experience,
- 1-year community level diploma/trade certificate,
- Demonstrated knowledge of mechanical, electrical and security equipment sufficient to monitor and recommend servicing,
- Willingness and ability to undertake heavy physical work,
- Ability to carry out minor repairs on tools and equipment,
- Valid driver's license,
- Demonstrated ability to work independently and proactively,
- Good communication skills,
- Ability to prioritise demands,
- Demonstrated ability to work with people of diverse cultures and ages,
- Basic computer skills are an asset,
- Knowledge of Davenport West region is an asset.

Salary Range: \$50,404 - \$53,848 per annum, plus extended health benefits and Healthcare of Ontario Pension Plan (HOOPP). **This position is part of the bargaining unit.**

Submit Resume to: Posting N0. 2023-27 hire@dpnchc.ca or mail to
1900 Davenport Road, Toronto, ON. M6N 1B7.

Due Date: Internal Applicants: 5pm, November 14, 2023
External Applicants: 5pm, November 17, 2023.

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must show proof of vaccination (2 doses) with vaccines approved by Health Canada, unless they have an exemption from vaccination under the Human Rights Code. Also required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume free environment.

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