



MAINTENANCE ASSISTANT

Reports to: Maintenance Supervisor

Starting Wage: \$42,500

Summary:

To maintain and enhance upkeep of 201 units/74 buildings portfolio by carrying out the on-going maintenance activities; to ensure the housing rental units are in good physical condition and to assist with other maintenance functions as provided by Maintenance Supervisor.

Responsibilities:

General Building Maintenance:

- Perform regular inspection of interior and exterior of Gignul properties including all mechanical systems;
- Carry out repairs and unit restorations
- Report major repairs to Gignul office
- Check lighting daily (interior and exterior), replace bulbs as necessary
- All laundry rooms, storage rooms, mechanical rooms and common areas to be monitored and kept clean;
- Schedule and assist in annual fire alarm inspections and fire drills as required;
- General yard maintenance and grounds keeping (i.e. garbage and debris pick up); arrange for removal of unneeded and/or abandoned items on properties as required;

Unit Maintenance and Other Duties:

- Carry out repairs and unit restorations (i.e. drywall repairs, caulking, painting and cleaning)
- Ensure replacement of locks on unit doors for move outs, evictions or malfunctions; and buildings if required;
- Clean and maintain inventory of Gignul storage units; clean and maintain inventory of equipment and materials;
- After hours service at all Gignul properties; to be determined on after-hours/weekend/holiday schedule as determined by Maintenance Supervisor

- Allow access to Contractors for service within Gignul buildings as required;
- Keep records of maintenance work orders and report to Maintenance Supervisor
- Any other duties as deemed necessary by the Maintenance Supervisor

Requirements:

- Must be bondable
- Must have valid drivers license and vehicle for travel to all Gignul properties

Interested applicants should submit a resume and covering letter to:

Marc Maracle, Executive Director
Gignul Non-Profit Housing Corporation
396 MacLaren Street
Ottawa, ON K2P 0M8
Telephone: (613) 232-0016 Fax: (613) 232-1977

The deadline date to apply is **open until filled**. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

GNPHC is an equal opportunity employer, but preference will be given to candidates of Indigenous descent.