

## Internal/External Job Posting (Bargaining Unit Position)

Position: Caretaker / Maintenance Coordinator – Full Time  
Accountability: Supportive Housing Manager and other department managers as required.  
Hours of Work: 37.5 hours a week– Monday thru Friday, occasional on call/after hours as required  
Rate of Pay: Start Rate: \$21.79 Job Rate: \$22.46  
Location: 55 McGrigor Apartments and other YWCA Durham sites, as necessary  
Start Date: As soon as possible

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### SUMMARY OF DUTIES:

*The incumbent performs general caretaking and maintenance duties for YWCA Durham building and grounds*

1. Perform general repairs and maintenance, including minor carpentry, plumbing, electrical, drywall, and painting.
  2. Perform general cleaning as needed, including but not limited to, mopping, buffing and stripping floors.
  3. Work with other maintenance/cleaning staff on the implementation and execution of a preventative maintenance program for grounds, equipment and buildings, including manufacturer's recommended maintenance on all equipment.
  4. Collects garbage and recycling from designated areas, and maintains cleanliness of such areas.
  5. Perform seasonal ground maintenance such as, salting and snow removal on entrances, exits and sidewalks; grass cutting, leaf removal etc.
  6. Complete work orders, time sheets, and communication memos in accordance with duties.
  7. Responsible for the purchase, maintenance and distribution of housekeeping and custodial supply inventory.
  8. Perform regular fire, safety and security inspections as designated.
  9. Responsible for the pickup of donations, supplies and/or equipment.
  10. Occasionally will be required to remove/move heavy furniture from apartment units
  11. Participate in staff meetings as required and attends meetings/trainings etc. as required.
  12. From time to time and as needed, be 'on call' for after hours emergencies.
  13. Take the initiative and proactive on other repairs and maintenance issues as they arise.
  14. Perform other related maintenance duties as assigned.
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### QUALIFICATIONS:

1. Grade 12 education or equivalent. Preference will be given to a graduate from a recognized property maintenance and/or custodial/cleaning program.
  2. Three to Five years experience in a custodial/maintenance role.
  3. Certificates and/or knowledge of WHMIS and Health and Safety procedures.
  4. Be able to operate medium to heavy equipment including, but not limited to, lawn mower, tractor and snow blower.
  5. Specialty certificates and/or experience, i.e. plumbing, carpentry, would be an asset.
  6. Ability to serve clients and customers in a positive, professional and non-judgmental manner.
  7. Physically able to complete all responsibilities and duties required including, but not limited to, heavy lifting of a minimum of 50lbs, climbing up to 4 stories of stairs, and using an extension ladder.
  8. Ability to work independently and as part of a team.
  9. Understand, respect and maintain confidentiality in all YWCA affairs.
  10. Good organizational skills and ability to problem solve and make sound decisions.
  11. Valid driver's license and access to a reliable vehicle is required with adequate level of insurance.
  12. Current C.P.R. / First Aid Certification is an asset.
  13. Understand the unique needs of women and be supportive of the empowerment of women.
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**Submit Letter of Interest (state job title) and Resume by:** October 5<sup>th</sup>, 2021  
To: Vera Bala  
e-mail: vb@ywcadurham.org

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*We invite all qualified candidates from within the Bargaining Unit to apply*

The YWCA Durham seeks to be an equal opportunity employer. We encourage applications from people of all race; colour; ethnic origin; religion; ability and sexual orientation.