



Building Maintenance Coordinator Part Time 5 Month Contract 45 Hours Bi-Weekly

Mills Community Support is a non-government, non-profit organization that provides multiple services through its 100 volunteers and 145 employees. We are a community partner creating stability and belonging for people we support; peace of mind for their families; and connections within communities. We currently provide maintenance services for 180 housing units including three multi-storey apartment buildings. For more information visit our website at <http://themills.on.ca>

The Building Maintenance Coordinator will oversee day-to-day maintenance and custodial services through direct support as well as supervision of maintenance and custodial staff. This would include general maintenance, unit refurbishment and landscaping. Ensuring that health and safety standards are met or exceeded

Building Maintenance Coordinator will also be responsible for handling facility and equipment repairs as problems arise. They will do periodic inspections to determine what repairs are needed, and serve as a point of contact for other employees when they need to report problems. Building Maintenance Coordinator may perform some repairs themselves, delegate repair work to other employees or, when outside help is needed, find service providers to handle the work. Responsibilities include preventative maintenance which may include scheduling service for heating, venting and cooling, or HVAC systems. Fleet maintenance for company owned vehicles receive regular oil changes, inspections and tire rotations.

Building Maintenance Coordinator is also responsible for ensuring that the work is performed to an appropriate quality level and that it complies with company policies, applicable industry standards and legal requirements.

Qualifications:

Three to five years' maintenance supervision experience in a similar housing environment
Excellent customer service and communication skills.

Please submit a cover letter indicating your interest this position and your resume to info@themills.on.ca by May 25, 2017 by 4 pm.

We are sorry, but only those selected for an interview will be contacted.
Mills Community Support Corporation is an equal opportunity employer.