



Job Title: MAINTENANCE CARETAKER
Job Category: Facility Maintenance
Position Type: Full Time

Organization Background:

Durham Christian Homes is a welcoming community that provides exemplary, quality care to our residents through empowerment, compassion, dignity and respect.

Position Summary

This position is responsible for general and preventative maintenance throughout both Tekoa Manor and Providence Place. Reporting to the Maintenance Supervisor, to ensure timely completion of duties and responsibilities. This position is expected to maintain good working relations with the residents, contractors and staff members and to respond to requests within their area of responsibility for both Providence Place and Tekoa Manor.

The Maintenance Caretaker is required to perform their duties in a manner consistent with the core values and employee guiding principles, ensure resident safety, and demonstrate customer service excellence.

The duties will include but may not be limited to the following:

Duties and Responsibilities:

- Conducts a daily walk through of buildings and grounds to ensure cleanliness, security and safety.
- Performs general mechanical, electrical, HVAC and plumbing repairs, minor building repairs such as painting and janitorial duties, as assigned;
- Ensures high standards in completing outside work such as collecting garbage, gardening, cutting grass, maintaining patio areas, removing snow and sanding or salting as required;
- Ensures all garbage and recycling is collected and available for scheduled pick ups;
- Perform routine maintenance jobs and repairs as assigned, within public areas. In-suite repairs/general maintenance to be done as per work order;
- Ensures a preventative maintenance program is in place and kept up to date, ensuring safety and the proper operation of property equipment;
- Perform minor repairs on appliances and carry out general carpentry as required;
- Maintain the generator and test-run it twice monthly;
- Ensures that all Fire Safety Inspections are completed and follow up to all fire drills;
- Monthly monitoring and verification of all fire extinguishers.
- Ensure the security of the building by checking all exits at the end of the day and by responding to emergency situations when on duty and in the absence of the Maintenance Supervisor and/or CEO.

- Maintains a sound working knowledge of roles and responsibilities during emergency situations.
- Ensures appropriate utilization of all supplies and equipment.
- Maintains a clean, safe environment for residents utilizing infection control principles;
- Contributes to the implementation of processes and systems to ensure compliance to all standards on an ongoing basis;
- Follows all health and safety policies and procedures. Works safely to reduce the risk of injury to self, co-workers and residents.
- Participates as the worker representative on the Health and Safety Committee and conducts monthly walkthroughs as required.
- To be available to respond to on-call emergencies as needed
- Other duties as assigned

Qualifications:

- Secondary school graduate or approved equivalent,
- Knowledge of HVAC equipment, computerized building management systems, electrical systems distribution, fire alarm and sprinkler systems including operation of and testing requirements, emergency generator operations etc.;
- Experience in general maintenance and repairs including plumbing, drywall repair, etc.
- Ability to read and write English and follow written instructions
- Able to work with minimal supervision.
- The successful candidate will be required to provide acceptable proof of being fully vaccinated against COVID-19, in accordance with Durham Christian Homes Coronavirus Immunization Policy
- The successful candidate will be required to provide a police check, including vulnerable sector screening, current within 6 months on start date.

Interested candidates are encouraged to email your resume and cover letter to careers@dchomes.ca