



GUELPH NON-PROFIT HOUSING CORPORATION

Requires a
Maintenance Coordinator

The mission of Guelph Non-Profit Housing Corporation (GNPHC) is building community through safe, affordable, and inclusive homes. The GNPHC team and Board envisions our community as a place where everyone is welcomed, connected, and lives with dignity.

The Maintenance Coordinator is responsible for day-to-day maintenance of 545 GNPHC owned social housing units. The portfolio consists of family, adult, and senior-lifestyle rental units across 9 properties in Guelph. This position reports to the Housing Services Manager and works alongside the Maintenance Supervisor. The Maintenance Coordinator ensures day to day maintenance is addressed in a safe and effective manner, working with approved vendors and internal and external staff and contractors. Preventative maintenance programs are followed to keep properties in a safe, well-maintained condition according to approved standards, including legislation, regulations, policies, and procedures. This position supports the Maintenance Supervisor with asset management and other projects as assigned. All liaisons with the GNPHC Governance Board are made through the Housing Services Manager, or as delegated.

The office is located at 138 Wyndham Street North, Guelph, with regular travel within Guelph. The regular work week consists of 35 hours per week with participation in on-call rotation evenings and weekends (some flexibility required).

The minimum qualifications for this position include:

- High school diploma, plus an additional program of one to two years in architecture, building science, construction, maintenance, or related field.
- Over one-year related experience in building science, construction and/or maintenance, and human services.
- Knowledge of the Housing Services Act and Regulations, Residential Tenancies Act, Ontario Building Code, technical policies and procedures, and construction practices.
- Ability to adapt established methods or procedures, such as complying with legislation, by-laws and identifying maintenance problems.
- Ability to work with a diverse client group.
- Application of knowledge for problem solving is required.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Working knowledge of Microsoft Office and database software.
- Knowledge of AutoCAD software an asset.
- Experience with the Building Code and municipal by-laws are an asset.
- Valid Driver's license is required and access to a reliable vehicle.

This position offers a comprehensive benefit package and 2024 starting salary of \$74,334.40.

Applicants are invited to submit a resume and cover letter directly to **Victoria Toman, Housing Services Manager** at victoriat@wellington.ca, **clearly marked Posting #01GNP-24 by Friday, March 15th, 2024, at 4:00 pm.** Should you require accessibility accommodation through the recruitment process, please let us know and we will work with you to meet your needs. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.

The Guelph Non-Profit Housing Corporation (GNPHC) is committed to providing inclusive access and accommodations for disabilities throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accommodation for a disability through the recruitment process, please let us know and we will work with you to meet your needs.