

**NEPEAN HOUSING CORPORATION
JOB DESCRIPTION**

TITLE: Maintenance Technician
REVISION DATE: January 19, 2016

FUNCTION:

Responsible for assisting with the maintenance of Nepean Housing Corporation's stock, ensuring protection of the Corporate assets and the provision of a healthy and safe environment by the implementation of a timely and high quality emergency, routine and preventative maintenance and repairs program.

DUTIES:

Under the supervision of the Director of Property, the Maintenance Technician will:

- Maintain personal log book
- Carry out repairs and improvements to vacant units including carpentry, plumbing, electrical, mechanical, architectural, decorating, housekeeping, and landscaping
- Meet with contractors and/or perform regular inspections and report findings of the following; snow removal, landscaping, cleaning contractors, builders, roofers, painters, mechanical technicians, plumbers, etc., as required or requested
- Make repairs in public areas such as repairing fences, installing signs, fixing play structures, landscaping items, pruning trees, cleaning eaves troughs, patching roofs, and levelling patio stones
- Respond to routine work orders as maintenance requests from residents are received; evaluate problem and take corrective action and/or report back to Director of Property for further direction
- Contact appropriate trades to carry out repair or maintenance within signing authority, and/or as requested by supervisor, and/or when an emergency situation exists
- Prepare move-outs within 10 days as per inspection report from Director of Property
- Assist the Director of Property with the supervision of contracted maintenance work and services, ensuring compliance with specifications, completion and proper workmanship prior to recommendation for payment
- Assist Director of Property with interior and exterior inspections to assess the requirements of Capital Items for budget purposes
- Assist the Director of Property in the preparation of annual operating budgets by recommending work to be completed
- Report any findings throughout the portfolio that requires repair/replacement to Director of Property for further review
- Assist the Director of Property to carry out the Corporation's preventative maintenance as per NHC policies and security plan by inspecting: vacant units for security and improvements; occupied units for repairs, improvements and housekeeping; life safety equipment systems such as smoke alarm and detector maintenance and testing, fire alarm testing, fire extinguishers and fire doors and common areas for safety hazards and repairs; ensure fire log book is up to date and actioned as noted by contractors; perform seasonal duties such as winterizing outside water services, changing furnace filters, boilers on/off as per seasons and setting heating thermostats, as well as tightening, lubricating and securing various components, caulking and painting all required hard surfaces; carry out all necessary daily, weekly, monthly, periodic inspections as required under code or as per NHC policy, including but not limited to fire alarms, sprinklers, batteries, and alarm panels
- Carry "On Call" cell phone for after hour emergency service, perform service where required, and record action taken on work order on first day of business following
- Complete duties as required in absence of co-workers

- Promptly report need for snow removal, salt application and landscaping; shovel snow in vacant unit carports and front entrances of buildings
- Paint markers on asphalt at manholes so they can be located in winter
- Deliver notices to units / buildings
- Coordinate the cleaning of the sewers at both the town homes and underground garage
- Discuss with the Director of Property and arrange for the purchase of supplies, tools, etc. on a regular basis to ensure adequate stock at all times
- Ensure that all exterior plug-ins are activated November 15 and deactivated April 15 each year
- Install new resident information on interphone boards at 130 Centrepointe and 2 Hammill
- Maintain NHC vehicle in good running order and maintain vehicle log book
- Maintain all storage, supply room and shop areas
- Complete inspection of unit and compile list of repairs to be done via work order and/or in Move Out Units
 - Windows: seals, weather stripping, frames, window locking devices(as requested)
 - Doors: seals, weather stripping, frames, thresholds
 - Plumbing: no leaks, bath tiles, sinks, tubs, good condition
 - Electrical: no breaks, working plugs, switches, fixtures
 - Floors: identify repairs/replacement
 - Walls: patching, painting, including exterior doors
 - Bathrooms: repairs/replacement
 - Kitchen: repairs/replacement
 - Clean unit
 - Roof in good condition
 - Yards clean and in good condition
 - Re-key all locks to our master
 - *This list is not exhaustive and items will be added as noted by the Director of Property at time of inspection.*
- Perform other duties as assigned.

RELATIONSHIPS:

Nepean Housing Corporation Staff and Board
 Tradespeople
 Residents
 General Public

SUPERVISES:

Contractors, where required

EDUCATION OR EQUIVALENT KNOWLEDGE:

High school diploma minimum, community college and/or trade school preferred; excellent customer service skills; excellent interpersonal communication skills as relevant to the position; general knowledge of non-profit housing and rental housing.

EXPERIENCE REQUIRED:

Minimum three years of related experience in a residential rental environment. Experience with plumbing, heating, electrical, carpentry, locksmith, and construction fields required. Janitorial, construction and maintenance experience an asset. A valid driver's licence as well as a clear criminal reference check are mandatory.

Executive Director

Human Resources Committee