



Job Posting

Position: Property Custodian Department: Operations & Facilities/ Property Mngt.
Work Location: 502 Spadina Ave, Toronto Start Date: ASAP
Status: Full Time, 6 months contract

Position Summary: The property custodian will be part of the Operations and Facilities team and will serve in the Maintenance department, reporting to the Property Manager. The position will require an experienced Maintenance technician with extensive knowledge and skillset to perform repairs and preventative maintenance to ensure that the various buildings are functioning optimally.

Duties & Responsibilities:

- Serve as part of the maintenance team, performing facilities/property related maintenance tasks, and report to the Property & Maintenance Coordinator and Director of Operations & Facilities
- Aid the Property Management team in maintaining the high standard of hospitality and effectiveness of the various property and facilities, as a place meant to minister the community, guests, and staff.
- Perform general maintenance/repair/renovations to all buildings, structures etc. As directed.
- Perform carpentry, painting, mechanical and basic plumbing maintenance, repairs to furniture, basic appliance repairs, repairing drywall, disassembling, and reassembling equipment, replacing light bulbs and fixtures.
- Operate a wide variety of hand tools, power tools and machinery as needed to perform assigned tasks.
- Carry out outdoor tasks such as gardening and landscaping.
- Perform basic equipment maintenance and repairs on appliances.
- Oversee maintenance procedures and schedules for buildings, and ensures equipment meets all safety, security and fire regulations and policies.
- Assist in transporting equipment, furniture, and supplies and to visit the various sites, as needed.
- Maintain the property effectively by performing routine landscaping on the grounds.
- Assist tradespeople with electrical, plumbing and HVAC repairs.
- Perform regular preventative maintenance checks on tools, machinery and equipment as needed.
- Identify and report the need for major repairs.
- Maintain a clean and safe work environment in maintenance area workshops, and storage areas.

- Assist in maintaining and monitoring septic, water, fire, electrical, chemical and propane systems and supplies.

Qualifications:

- Minimum completion of Grade 12, secondary school education or equivalent. Continued education in a related field or trade is an asset.
- Minimum of five (5) years or more of experience working in the Facilities and Maintenance sector
- Competency in various trades like plumbing, carpentry, construction/renovations and mechanics as well as in hospitality and janitorial tasks. Handyman experience would be an asset.
- Good written and oral communication skills and the ability to develop solid internal and external relationships
- Working knowledge of building management/maintenance routines, Ontario Fire Code, Ontario Building Code and able to ensure that Occupational Health and Safety, WHMIS and other relevant standards and legal requirements are met
- Proven ability to work in a fast-paced environment, receive instructions and complete tasks as directed
- Knowledge of tenant population, diversity issues, anti-discrimination practices and systemic reasons for homelessness
- Necessary physical strength to complete maintenance tasks and repairs i.e. safely lift and carry up to 50 pounds
- Desire and ability to interact and work in a Christian community setting.
- Adept with technical resources and computerized applications such as Excel, Word, Email etc
- Proven ability to maintain confidentiality, as well as personal and professional integrity in matters of relationship, programs and solid work ethic
- Strong sense of accountability and ability to work independently without supervision.
- Team experience that creates and maintains a positive environment with fellow colleagues
- Comfortable with flexibility in daily, weekly and seasonal routines; including occasional evening and weekend work
- Comfortable in a work environment that is occasionally outdoors with exposure to varying temperatures
- Committed to safety, integrity and reliability
- A high degree of initiative, self-motivation, trouble shooting skills, and attention to detail
- Able to execute maintenance assignments in an efficient and timely manner.
- Occupational Health & Safety, Environmental Health policies and practices is required
- Be willing to receive additional training and other certifications as needed (all necessary training will be provided)
- Certificates in First Aid, CPR, Crisis Prevention and Intervention an asset

Interested applicants are invited to send a resume with cover letter to: careers@scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory reference