

Property Maintenance Administrator

About Yellow Brick House

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, transitional housing support, and public education programs.

PROFILE:

Reporting to the Business Manager, the Property Maintenance Administrator is responsible for overseeing common maintenance issues across multiple properties, performing minor repairs as well as recommending and working with contractors for infrastructure and renovation projects. This position will address a host of common property issues, such as electrical, plumbing and heating. This position is responsible for ensuring compliance with various building and safety regulations.

RESPONSIBILITIES:

The major responsibilities of this position include, but are not limited to:

Maintenance and Administration:

- Maintain schedule of required monthly and annual inspections and arrange for inspections to take place.
- Maintain contact list of primary trades people for security system, fire safety and maintenance.
- Coordinate all maintenance-related and capital improvement activities within all properties.
- Initiating, performing & overseeing approved maintenance projects.
- Contribute suggestions for property improvement needs for grant applications and work with contractors to provide quotes for same
- Perform repairs and routine property inspections.
- Oversees the general maintenance and cleanliness of the properties.
- Develop scopes of work for small improvements/services and seek out qualified contractors to provide quotation.
- Develop and maintain relationships with vendors, negotiating pricing, collaborating on approved vendor list, and keeping vendor list updated.
- Coordinate and oversee trades people/contractors, inspecting work and monitoring quality of work and ensuring work carries out in accordance with and building/license and statutory requirements.
- Respond to repair and maintenance requests in a timely fashion.
- Ensure health and safety standards of all facilities are met.
- Schedule and participate in regular fire drills.
- Respond to emergency calls when directed by the manager.
- Train maintenance volunteers and assign them to appropriate tasks.
- Keep accurate records of all maintenance problems and repairs at all locations.
- Keep up to date record of purchase dates of major equipment i.e., HVAC.
- Record any health and safety issues and how they were resolved.
- Escalate complaints, violations, and compliance issues to Management.
- Ensure the grounds are maintained.
- Other duties as required.

Engagement

- Communicate fully and openly with supervision; keeping supervisor fully informed of relevant client and staff member information, at all times.
- Active positive participation in regular team meetings
- Maintain a positive approach and a professional manner at all times.
- Keeps up-to date on issues relating to gender-based violence and evidence-based practices for intervention as it pertains to woman and children.
- Maintain community awareness of Yellow Brick House programs throughout York Region
- Acts as a Brand Ambassador for the Yellow Brick House
- Participates in internal/external committees as required.
- Attends training sessions as required.
- Works in a team environment; provides support and information to team members and assists other staff when required.
- Fosters and maintains an anti-oppression working environment.

HEALTH AND SAFETY RESPONSIBILITIES:

- Follow the duties and responsibilities specified under the Occupational Health & Safety Act Sections 28.
- Ensure all safety and non-safety rules and regulations are followed.
- Ensure adherence to established safety, quality, and housekeeping standards.
- Attends Environmental Health and Safety training.
- Adhere to Yellow Brick House health and safety, environmental, and quality standards, policies and procedures.
- Report any known hazard, defect, incident or compliance issue to the employer or supervisor.
- Understand BILL 132 and 168 and uphold the policies that prohibit domestic violence, workplace violence, sexual harassment and harassment in the Workplace.

PERFORMANCE MEASURES:

- Accurate Documentation
- No major compliance issues.
- Work turnaround time.

QUALIFICATIONS & SKILLS:

- Highschool Diploma or GED Certificate
- Vocational or Trade school Certification Preferred
- Comprehensive knowledge of plumbing, heating, HVAC, and electrical systems.
- Comprehensive knowledge of the Occupational Health and Safety Act, Building Code Act, Fire Safety Code, etc.,
- Knowledge of general maintenance processes and methods.
- Working knowledge of tools, common appliances, and devices
- Experience with using power and hand tools.
- A current police vulnerable sector screening (VSS) is required.
- All staff are required to be fully vaccinated and provide copy of the vaccination.
- Proficiency with Microsoft Office and database applications.
- Familiar and comfortable with technology-assisted platforms, specifically video conferencing, MS Teams, Zoom, etc.
- Capable of working in a multidisciplinary environment with a variety of community professionals.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Working knowledge of application of Anti-Oppressive and Feminist frameworks
- Valid Driver's License and confirmation of \$1 M liability insurance with access to vehicle.

CORE COMPETENCIES:

- Interpersonal
- Energy and Stress
- Deadline Attainment
- Planning and Organizing
- Multitasking
- Communication (Oral and Written)
- Crisis Management
- Time Management
- Collaborative
- Works Independently
- Problem Solving
- Decision Making
- Negotiation
- Customer Service
- Mechanical Aptitude
- Self-Motivated

WORKING CONDITIONS:

- Inside or outside in typically pleasant conditions. Typical conditions are such that some risk of injury or harmful effect may be possible.
- May be exposed to infectious waste, diseases, conditions including exposure to Covid.
- Interacts with clients, staff, visitors, government agencies, personnel under all circumstances, which may be traumatic situations.
- There is regularly a need to meet after or before normal business hours.
- Travel required between properties.
- Must be able to sit/stand for extended periods of time.
- Irregular hours
- Intermittent physical activity, including lifting (50 LBS), standing, walking.
- Overtime as required.

Yellow Brick House is an equal opportunity employer, and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance.

Please be advised that in order to be eligible for employment at Yellow Brick House, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series) AND have received the final dose of the COVID-19 vaccine at least 14 days prior to the hired employee's first date of employment. Medical exemptions or any other kind of requested exemption based upon the Yellow Brick House's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

Please submit your resume to jobs@yellowbrickhouse.org

Yellow Brick House would like to thank all applicants for their interests; however only those selected for an interview will be contacted.