



JOB POSTING

POSTING #: 2023-56

POSITION TITLE: MAINTENANCE COORDINATOR (FULL TIME)

THE OPPORTUNITY

Join one of the [Top 10 Canadian Youth Impact Charities of 2022](#) today! Since 2010, Charity Intelligence has awarded Eva's with high marks for financial transparency, accountability to donors and cost-efficiency.

Learn more about Eva's Initiatives and the work that we do.

[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)

This position reports to the Senior Manager, Facilities and Safety and will be required as needed to work/assist at the other Eva's sites.

ROLE OVERVIEW

The maintenance coordinator is responsible for the repairs and maintenance of Eva's sites, including the cleanliness and general upkeep of the building, interiors and exterior, ensuring a preventative maintenance program is developed, followed, logged, and monitored. The maintenance coordinator participates as a key member of the health and safety team, identifying safety hazards and ensuring all safety concerns are addressed in a timely manner.

RESPONSIBILITIES

- Performing day to day maintenance and repairs to Eva's property.
- Ensuring housing meets all required building and fire codes.
- Coordinate with vendors/Contractors/exterior agencies at the site
- Responding in a timely manner to emergencies and maintenance issues.
- Completing assigned work orders in a timely manner
- Assisting, when necessary, in the sourcing of supplies/ equipment/ furniture for the organization and the procurement/distribution of such supplies/ equipment/ furniture.
- Maybe required to assist other Maintenance Coordinators at other operation sites.

Other Duties as Assigned

- Attend, participate in team, staff meetings, and all-staff meetings as required.
- Participate in agency quality improvement activities, e.g., committee work, special events, etc.
- Participate in quality improvement activities at the team, program level.
- Participate in external committees as required.
- Duties may change from time to time.

QUALIFICATIONS

- Minimum 5 years of experience in carpentry, plumbing, mechanical and electrical work
- Experience maintaining facilities and equipment/ property management.
- Knowledge of building and fire codes, environmental guidelines and AODA.
- Ability to work independently and on own initiative.
- Valid Driver's License with 3 years clean abstract required.
- Able to drive organization owned vehicles and check/monitor status.
- Excellent organizational and time management skills
- Works well under pressure and must be able to deal with competing priorities and tasks.
- Knowledge of plumbing, electrical, low voltage, Fire Safety and HVAC systems including know how of reading building system blueprints/drawings.
- Experience in dry walling and painting and minor project works
- Experience maintaining metal/wooden doors, windows, and related hardware.
- Proficiency in Outlook, Excel and MS Word required. Research for work relevant web sites.
- Exterior maintenance including, minor tree pruning, lawn mowing/lawn cleanup/lawn irrigation, roof cleanup/eaves troughs and catch basins.
- Able to work outdoor and in inclement weather including snow removal.
- Must have knowledge of WHMIS, SDS guidelines OSHA.

SALARY

The position is unionized, with an hourly rate of \$30.26 and with a comprehensive benefits package.

APPLY

Submit a cover letter and resume in one PDF document by **November 9, 2023, at 5:00 pm** to careers@evas.ca. Be sure to indicate **2023-56 Maintenance Coordinator** in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

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Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

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