



## JOB POSTING

POSTING #: 2024-36

POSITION TITLE: MAINTENANCE COORDINATOR - FULL TIME, 3 MONTH CONTRACT

### 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 at Eva's Place (360 Lesmill Rd) 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 \$31.48.

### APPLY

Submit a cover letter & resume in one PDF document by **July 29, 2024 at 5:00 pm** to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2024-36 Maintenance Coordinator – 3 Month Contract** 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/>

### LOOKING TO LEARN AND GROW WITH US?

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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