

# Job Advertisement Maintenance Worker

Aurora Village Housing Co-operative is accepting resumes to fill a permanent full-time (35 hours per week) position as a Maintenance Worker in Aurora.

The Co-operative offers a competitive compensation package.

Successful applicants should have a minimum of 5 years of building maintenance experience. Co-op experience is preferred.

Reports To: The Manager

## Responsibilities

- Ensure that assigned work orders are completed in a timely and accurate manner, consistent with required standards and guidelines, including all necessary administrative follow-up.
- Assist the Manager in monitoring contractor performance, as required.
- Perform minor plumbing, carpentry, electrical, and mechanical work that does not require the services of a licensed tradesperson.
- Conduct inspections of the property, including site works and building components, as required.
- Ensure all preventative and routine maintenance is completed.
- Ensure all maintenance and utility rooms are kept neat, clean, and organized.
- Ensure cleaning, janitorial services, grounds maintenance, garbage removal, and repairs are performed, including personally performing these duties as required

## Maintenance Repairs

- Respond daily to assigned work orders.
- Conduct daily, weekly, and monthly checks of mechanical systems, including pressurized gauges, pumps, boilers, air handling units, water storage units, electrical panels, fire equipment, and hose cabinets where a licensed tradesperson is not required. Report and arrange repairs requiring a contractor.
- Repair or replace doors, locks, sinks, toilets, vanities, counters, shelving, electrical outlets and switches, vinyl flooring, walkways, paths, fencing, gates, glass, screens, windows, lighting, and other items as required.
- Maintain a current inventory of maintenance materials, tools, and equipment, and report stock requirements and equipment repairs to the Manager.
- Assist the Manager in purchasing supplies, receiving deliveries, and cataloguing all items.
- Operate power-washing equipment as required.

- Assist the Cleaner with cleaning overhead lights and other duties as required.
- Perform repairs in vacated units, as required.
- Clear snow and ice from roadways, parking areas, walkways, stairways, and entryways as required. Sand and salt these areas as required and record activities in the snow/de-icing log after each activity.
- Provide access for trades representatives, government inspectors, and other authorized personnel to common areas and units in accordance with co-op policy.
- Perform all tasks in accordance with WHMIS and WSIB requirements.
- Wear appropriate personal protective equipment when performing duties.
- Keep equipment in good working order.

### Other Duties

- Participate in all emergency procedures and fire drills, as required.
- Participate in health and safety training, including First Aid, WHMIS, Fire Safety, Fall Arrest, and other training as required by the Board of Directors.
- Ensure member, visitor, and employee safety at all times.
- Inventory first aid supplies and prepare a list for replenishment as required.
- Perform Alternative Measures (hourly patrols of all stairwells and corridors when the fire alarm panel is not functioning properly or is in trouble) and maintain appropriate logs documenting these activities.
- Complete incident reports as required.
- Assist residents in evacuating during fire alarms, as required.
- Report all vandalism, disturbances, and emergencies to the Manager.
- Respond to fire alarms and assist the Fire Department if needed.
- Contact the appropriate trades or service providers (e.g., fire alarm company, plumber, etc.) as required and provide access to the building.
- Contact the Manager or other designated authorities in the event of a significant emergency, consistent with the spending policy.
- Provide building access to emergency personnel, including Police, Fire Officials, and Ambulance personnel.
- Attend staff meetings, as required.
- Assist the Manager in preparing scopes of work for mechanical, fire and life safety systems, capital projects, and other corrective and preventative maintenance activities.
- Assist the Manager in establishing schedules for all areas of corrective and preventative maintenance, as required.
- Perform annual inspections of common elements and units, as required.
- Other duties as directed by the Board of Directors or the Manager.

## Qualifications

- Valid Ontario Driver's Licence and reliable vehicle.
- Ability to lift up to 50 lbs and perform physically demanding work.
- Working knowledge of building mechanical systems.
- Strong interpersonal and customer service skills.
- Ability to work independently and prioritize competing demands.
- Ability to respond to after-hours emergencies.
- Basic computer skills, including email, Microsoft Office, and work order software.
- Satisfactory Criminal Reference Check required.
- Ability to provide satisfactory employment references.

## Compensation and Benefits

Salary range is based on experience: \$54,600 (\$30/hr) to \$58,240 (\$32/hr).

RRSP Contribution: \$5,000/year

Six-month probationary period.

Comprehensive benefits package included after probation.

This is not a live-in position.

Working hours are Monday to Friday, 8:00 a.m. to 4:00 p.m.; some evening or weekend work may be required in the event of an emergency.

## Equal Opportunity Employer

Aurora Village Housing Co-operative is committed to employment equity and encourages applications from all qualified individuals. Accommodation will be provided throughout the recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

**If you are interested in applying for this position, please email your résumé to [manager@auroravillagecoop.ca](mailto:manager@auroravillagecoop.ca) by Friday, July 3, 2026.**