

Apartment Repair Worker

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Apartment Repair Worker:

- Is a skilled handy person able to assess and resolve repair needs
- Has a positive, solution-oriented approach to challenges
- Has strong verbal and written abilities in English
- Balances initiative with effective responses to service needs
- Is able to complete detailed tasks effectively and on-time
- Enjoys working in a diverse and collaborative team environment
- Is committed to working with newcomer families as they experience Canada for the first time and transition into longer term housing options
- Exhibits and upholds IRCOM's core values of integration, diversity, advocacy and empowerment
- Works in a way that is people-centered, holistic and partnership based.

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba, Inc. and IRCOM House Inc., the Apartment Repair Worker: maintains the buildings and grounds of IRCOM House Inc. in a clean, safe and attractive condition for all tenants, staff and program participants and assists with the repair and preparation of suites.

With the supervision and support of the Facilities and Tenancy Services Manager or designate, this position will carry out the following:

DUTIES AND RESPONSIBILITIES

Cleaning, Repair and Painting of Suites and Common Areas (75%)

- Clean (sweep, wash, strip and/or wax) floors of all assigned suites
- Clean and disinfect flat surfaces, appliances, plumbing & light fixtures and tub tiles
- Painting of assigned suites and common areas including preparation of surfaces, ensuring proper care of fixtures and furnishings
- Patch walls and replace caulking as directed
- Cleanup of all work areas prior to completing suite preparation
- Complete work orders according to organization standards
- Ensure empty suites are ready for inspection prior to arrival of new tenants
- Repair broken cabinets, door lock replacement and other light carpentry
- Light plumbing repair
- Repair, patch and paint drywall
- Repair and replace appliance parts

Grounds Maintenance (15%)

- Disposal of any abandoned furniture and items from vacant suites and in the building
- Assist with snow removal on all walkways on each day with snowfall
- De-ice and sand all walkways around IRCOM House
- De-ice and sand parking lot as needed

Team and Inter-departmental Support (10%)

- Follow all IRCOM guidelines regarding cleaning procedures, equipment care and use, and health and safety regulations as per IRCOM House Operations Manual
- Report any tenant concerns, safety issues, equipment and supply needs, or major repair requirements to Facilities and Tenancy Services Manager or designate
- Serve as backup in absence of Live-in Building Supervisor
- Perform other tasks as assigned by Facilities and Tenancy Services Manager or designate

REQUIRED QUALIFICATIONS

- Degree or diploma in Building Technology, Property/Facility Management and/or equivalent training
- Demonstrated proficiency in basic carpentry, drywall, painting, plumbing, welding and home repair skills
- Demonstrated ability using maintenance and janitorial equipment & hand and power tools
- Knowledge of WHMIS principles and experience implementing Safe Work Procedures
- Working knowledge of building systems, current building codes and standards, maintenance practices, and occupational health, safety, and labour regulations
- Strong interpersonal skills and ability to build and maintain trust
- Strong written and oral communication skills in English
- Computer skills – MS Office, emails, texts
- Must be open-minded, resourceful, highly motivated, creative and able to work independently and as part of team
- Strong analytical and problem-solving skills
- Demonstrated ability to provide innovative and effective solutions to troubleshoot and address repair issues in a cost effective, timely and creative manner
- Proven ability to handle conflict in a positive and professional manner
- Proven ability to set priorities, manage conflicting priorities and adapt to changing circumstances
- Demonstrated budgeting, cost management and record keeping skills
- Ability to lift 30 kgs
- Ability to climb 10 ft ladders
- Valid Manitoba driver's license and access to a reliable vehicle
- Flexible, adaptive and responsive to changes
- Present a current Criminal Record Check and clear Child Abuse Registry Check upon hire
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

DESIRED QUALIFICATIONS:

- Several years experience in residential property management or equivalent
- Experience working in the social housing, newcomer and/or not-for-profit sector
- International education / experience
- Knowledge of additional languages (e.g. Arabic, Swahili, Tigrinya, Somali, French, etc)
- Certification in First Aid, CPR and Non-Violent Crisis Intervention is an asset

SCHEDULE: This is a full-time, 37.5 hour/week that will be based at 95 Ellen Street. Work hours are primarily between 9 a.m. to 5 p.m., Monday to Friday, but occasional evenings and weekend hours may also be required for special events and campaigns.

WAGE: \$19.42/hour

BENEFITS: Group insurance (life, LTD, AD&D, dental & extended health)
Professional development opportunities
Collaborative, family-friendly and supportive working environment
Paid sick and discretionary time
Employer paid RRSP contribution (begins after 1st year)

APPLICATION INFORMATION AND PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

Review of applications will begin on Tuesday, September 05 and will continue until the position has been filled

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.