



IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

IRCOM House Isabel
215 Isabel Street
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APARTMENT BUILDING MAINTENANCE WORKER

Full Time (37.5 hours/week), Permanent Position
Wage: \$22.66/hour

About IRCOM

IRCOM supports newcomer families as they settle in Winnipeg. We are an inner-city organization committed to creating safe, dignified housing, inclusive community programs and spaces, and to truth and reconciliation.

About the Role

In this role, you will help prepare suites for new tenants, complete basic repairs, support general building maintenance, and respond to daily maintenance needs across IRCOM's two housing sites. You will also interact respectfully with tenants and work closely with the Facilities and Tenancy Services team.

What You Will Do

In this role, you will:

- Clean, repair, and prepare suites for new families
- Complete basic painting, carpentry, plumbing, and appliance repairs
- Respond to maintenance requests and keep simple records of completed work
- Support building upkeep at both housing sites
- Communicate clearly and respectfully with tenants
- Assist with snow removal and seasonal grounds maintenance
- Follow health and safety procedures and report concerns

What We Are Looking For

You may be a great fit for this role if:

- You understand that tenants are new to Canada and benefit from patience and support
- You have experience with home or building repairs (painting, drywall, plumbing, carpentry)
- You can safely use tools and equipment
- You work well independently and adapt to changing needs
- You communicate respectfully with tenants from diverse backgrounds
- You can lift up to 30 kg and use a ladder
- You have a valid Manitoba Driver's Licence and a satisfactory Criminal Record Check and Child Abuse Registry Check
- Assets: lived newcomer experience, experience in multi-unit housing, working with newcomers, First Aid/CPR, and additional languages spoken by our tenants.

What You Need to Know

- Work Location: 95 Ellen St. and 215 Isabel St.
- Schedule: Monday–Friday, mainly daytime, with occasional evenings/weekends
- Requirements: Basic computer use, reliable vehicle

What We Offer

- A warm, supportive team
- A diverse workplace committed to inclusion and reconciliation
- Benefits package and paid sick days
- Professional development opportunities
- Employer-paid RRSP contributions (after year 2)

How to Apply

Please send your resume and cover letter to hr@ircom.ca and describe how your experience connects to this role.

Applications will be reviewed starting **March 13, 2026**, until the position is filled.

If you need accommodations during the hiring process, we are happy to support you.