



Posting #: 2022-010
Position: Facility Maintenance Assistant
Posted: July 26, 2022 (External)
Deadline: August 8, 2022 (Re-posted)

Facility Maintenance Assistant
Permanent Full-Time, 37.5 hours per week

JOB SUMMARY:

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness. As a member of the hospice team, the Facility Maintenance Assistant will demonstrate a strong commitment to the mission and vision of Carpenter Hospice by working collaboratively and respectfully with all staff, volunteers, residents, and family members.

The Facility Maintenance Assistant is responsible for the oversight of facility systems, repairs, maintenance duties, routine preventative maintenance on equipment and oversight of grounds maintenance that helps ensure the health, safety and security of the residents, visitors, staff, and volunteers and supports the safe, efficient, and effective day-to-day operations of Carpenter Hospice.

KEY RESPONSIBILITIES:

1. Facility Systems

This position is responsible for oversight, routine testing, monitoring, reporting and routine preventative maintenance tasks of the following facility systems including but not limited to HVAC, plumbing, electrical, fire & life safety systems, appliances & equipment and interacting with outside contractors as needed to address mediation; reporting deficiencies to the Corporate Services Manager. Assists with any warranty issues with any facility system.

2. Building Maintenance and Repairs

- Perform minor building maintenance and repairs, i.e., painting, floor covering, carpentry, drywall repair, hanging wall décor
- Work to be performed does not include work that requires a license (plumbing, electrical, HVAC, etc.)
- Ensure all tools, equipment, supplies, and documentation are maintained and stored in a safe and orderly manner
- Prepare and submit reports as required

3. Environmental

- Assist with garbage removal
- Assist with facility room set ups



- Monitor condition of ceilings, light fixtures, walls, doors, hardware, and glass. Repair and/or clean as needed.
- Monitor maintenance supplies and tools; ensuring monthly inventory is complete.
- Oversee the completion and management of the material data sheets binders for chemicals and products used within the facility
- Prepare and submit reports as required

4. Outdoor maintenance

- Perform outdoor duties as required; keeping doorways, walkways clear and property free of debris
- Monitor property draining including parking drainage
- Check and maintain the buildings eaves troughs and downspouts to ensure proper drainage
- Coordinates and oversee external property maintenance contractors
- Coordinate volunteers with seasonal tasks such as gardening and property cleanups
- Clean and maintain outdoor furniture, pond, and water systems.
- Maintain outdoor tools and supplies in an orderly manner; assess need for supplies and equipment repair or replacement; order or purchase as required.
- Prepare and submit reports as required.

THE IDEAL CANDIDATE:

- Post-secondary certification in a trade is an asset
- At least 1-3 years' experience working in facilities maintenance
- WHMIS Certification an asset
- Building Maintenance and Repair Certification an asset
- Demonstrated ability to provide a wide range of facility systems oversight
- Demonstrated ability to act as a flexible and collaborative team member in order to respond respectfully to changing or emergent needs.
- Demonstrated ability to manage challenging situations.
- Knowledge of the hospice/palliative care philosophy and sensitive to work within Hospice Palliative care and end of life care environment
- Excellent organizational and communication skills to successfully manage multiple priorities in a complex work environment.
- Ability to communicate, and coordinate with suppliers and contractors.
- Ability to follow all Occupational Health & Safety regulations and other appropriate legislation.
- Good computer skills including experience with Word, Excel, Outlook
- Strong communication and interpersonal skills

OTHER REQUIREMENTS:

- Ability to work flexible hours including evenings, weekends, and holidays, beyond normal working hours to meet the needs of the hospice
- Considerable physical effort required
- Ability to work outside in all weather conditions



- Required to provide a satisfactory current criminal reference check (CPIC) including for Vulnerable Populations prior to hire.
- Carpenter Hospice has a mandatory COVID-19 immunization policy in place. All applicants will be required to adhere to this policy.

To apply, please email your resume to **HR@thecarpenterhospice.com**

At Carpenter Hospice, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community. Should you require accommodation during any phase of the recruitment process, please indicate this in your cover letter. For any assistance, please contact the Human Resource Department at 905-631-9994 extension 136.

We thank all applicants for their interest in Carpenter Hospice. Only qualified candidates selected for interviews will be contacted.