



Maintenance Coordinator

The Maintenance Coordinator is part of the senior staff team at Shadow Lake Centre. They are designated as the direct supervisor for the maintenance team and provide guidance and assistance in all areas of maintenance around the property. This is a full-time role.

For more information about Shadow Lake Centre, please visit shadowlakecentre.ca

Responsibilities and Job Duties

- Responsible for the maintaining of equipment through cleanliness, safety and basic maintenance
- Ensure all lawn care services, such as lawn mowing, line trimming, leaf raking, maintaining the gardens are completed
- Complete minor paint jobs and repairs as needed, such as repairing damaged boats, fixing fence lines, and replacing burnt lightbulbs
- Provide ongoing evaluation, support and feedback to the maintenance team
- Evaluate the quality of work performed by the maintenance team
- Implement changes in services when necessary
- Analyze maintenance needs, and provide direction to the maintenance team
- Assist maintenance in their duties when needed
- Communicate with other Centre departments to achieve a high level of service, Centre maintenance, and safety
- Ensure proper documentation of incidents is completed, and follow-up action is taken if needed
- Adhere to and guide staff to follow all policies and procedures of Shadow Lake/Community Living Toronto
- Assist with the implementation of any trainings that may be required
- Responsible for snow removal on small walkways
- Responsible for general maintenance and repairs of buildings
- Responsible for housekeeping duties of all buildings
- Responsible for recycling and garbage removal
- Ensure fleet is in working order and any service required is discussed with the superintendent
- Liaise with designated companies and corporations based on service required
- Other duties as assigned

REQUIREMENTS

Education/Knowledge

- High School Diploma or equivalent
- Class "G" license is required

- WHIMIS, Equipment use, and Mandatory Legislated Training will be provided onsite

EXPERIENCE

- Previous related experience in maintenance or landscaping is an asset
- Use of medium duty tools and various maintenance equipment

Schedule:

- Monday to Friday – 7.5 Hours with possibility of overtime if needed
- Predominantly outdoor environment – may be required to work in inclement weather

Work Location:

- In person

To Apply:

Please submit your application to Marisa Grasse, Property Manager, mgrasse@cltoronto.ca

When required, accommodations for disabilities will be provided, on request. By submitting your application, you confirm that the information included is accurate and true. Misrepresentation or omission of facts in connection with your application may be sufficient cause for dismissal.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.