

## **Maintenance Contractor – Part Time**

The Canadian Mental Health Association-Cochrane-Timiskaming Branch (CMHA) operates a 60,000 square foot multi-agency building in Timmins, Ontario. It is the responsibility of the landlord, CMHA, to provide maintenance services to all tenants of the building. CMHA is seeking to contract the services of a Maintenance Contractor to perform general building maintenance and repairs.

### **Responsibilities:**

- Inspect and perform quality controls of facilities including mechanical, plumbing and electrical systems
- Troubleshoot, resolve, and/or make recommendations of problem areas
- Complete routine checks of the property
- Provide recommendations for renovations, if/when required
- General duties may include minor repairs and maintenance, changing light bulbs, unplugging toilet, repairing drywall, touch up paint, and other duties as assigned.
- Coordinate work with external sources when required
- Identify possible health and safety hazards
- Maintain positive relationships with clients, tenants, and landlord

### **Requirements:**

- Knowledge of building automation system and HVAC system.
- Knowledge of plumbing and electrical
- Knowledge of municipal codes
- Knowledge of health and safety standards

The Maintenance Contractor shall provide their own tools and must have a valid license and vehicle. The successful applicant will be required to provide a criminal reference check.

Applications should detail experience and qualifications.

This is a great opportunity for a candidate looking for extra part-time work or someone who requires a flexible schedule. This position is that of a Contractor not of an Employee position.

Please submit your intent to submit by November 24th, 2023, to:

CMHA CTB

Kim Bielek, Administrative Services Coordinator

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