



OPPORTUNITY

(External – Union)

DATE OF POSTING:	May 27, 2026 @ 4:30 PM
POSITION:	Building and Property Maintenance Worker
TERMS OF EMPLOYMENT:	Full-time permanent
JOB CLASSIFICATION:	Unionized
POSTING NUMBER:	2026 – 09
VACANCY STATUS:	This posting is for one (1) vacancy
START DATE:	To be determined
HOME LOCATION:	Townsend (regular travel within the agency's jurisdiction (i.e. Brantford) is required)

EDUCATION AND EXPERIENCE REQUIRED:

- Completion of Secondary School
- Experience of at least two years' building/property maintenance
- Vocational courses in HVAC systems, electrical, carpentry, and plumbing or an equivalent combination of education and experience

RESPONSIBLE TO: Facilities and Procurement Manager

Under the Supervision of the Facilities and Procurement Manager:

The Building and Property Maintenance Worker is responsible for all the maintenance and upkeep at the Brantford and Townsend locations.

MAJOR RESPONSIBILITIES

Under Supervision of the Facilities and Procurement Manager:

Building and Property Maintenance Worker Responsibilities:

- Performs routine general building and equipment repairs and maintenance including but not limited to:
 - Service and repairs to washrooms, facilities, and furniture
 - Clean up and spill containment
 - Paint and repair buildings as required
 - Replaces light fixtures and bulbs as required
 - Replacement of ceiling tiles as required
 - Other property/building related needs as required or assigned
- Conducts regular site visits to each property, as per maintenance program, ensuring deficiencies are identified, recorded, and dealt with or escalated in a timely manner
- Systematic collection of all recyclable materials throughout the buildings
- Periodic cleaning and spot checking when cleaners are not present
- Maintain indoor/outdoor lighting as required
- Conducts routine maintenance of emergency building systems as per set schedule
- Ensures set up/tear down of equipment and furniture for meetings and programs, and training events
- Perform office moves/renovations and assisting with office set up/tear down when necessary
- Participates in the planned long term and routine daily maintenance as well as emergency repairs
- Assist in developing work plans for contracted work, tracking projects and providing status reports
- Maintains building grounds performing appropriate seasonal duties including planting, flower bed maintenance, lawn cutting, watering, shrub pruning, leaf removal, during the winter months monitor and clear snow, salt agency walks, ground debris removal, extra sidewalk cleaning when necessary and garbage cleaning
- Participate in annual evaluation of his/her performance in accordance with Agency policy
- Other duties as assigned

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES:

- Maintains required documentation of building operations, including checking fire extinguishers, testing panic buttons and security systems, sprinkler system, HVAC including boiler systems
- Conducts monthly Health & Safety worksite inspections

- Ensures compliance with the Occupational Health and Safety Act, WHMIS, Agency's health and safety
- Maintains knowledge of all agency policies and procedures; as well as all other health and safety legislative requirements

KNOWLEDGE AND SKILLS REQUIRED

- Ability to lift a minimum of 50 lbs.
- Skills in carpentry, drywall, and painting
- Effective time management skills and the ability to prioritize work to meet various deadlines
- Demonstrated communication and interpersonal skills, initiative, and responsibility
- Ability to work independently and within a team
- Good understanding of applicable legislation and regulation, including Occupational Health and Safety Act, Electrical and Building Codes, and WHMIS
- Knowledge of heating/cooling systems, HVAC systems, heat pumps, boiler systems fire and security alarm systems, and appliance repair would be an asset
- Knowledge of plumbing and electrical systems
- Ability to maintain high level of confidentiality and exercise sound judgement
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others
- Knowledge of anti-black racism
- Knowledge of the impact of residential school and colonization
- Ability to respond to building emergency and security concerns outside of regular business hours

ANNUAL SALARY RANGE In accordance with the Collective Agreement Maintenance Grid \$59,776.43 - \$65,343.02 (or hourly equivalent)

As a condition of hire, selected candidates will be required to provide:

- Consent for Police - Criminal Record Check and Judicial Matters Check - results must be satisfactory to the employer
- Consent for Child Welfare check - results must be satisfactory to the employer
- Must have a valid Ontario "G" class driver's license
- Must have a personal vehicle used for work purposes (preferred – one that is suitable for moving equipment between building locations (i.e. lawn equipment))
- Ability to safely operate larger personal type vehicles such as pick-up trucks

Child and Family Services of Grand Erie is committed to working from an Anti-Oppressive and Equity practice and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.

If you don't see yourself fully represented in each requirement of the job description, we still encourage you to apply. Research has shown individuals from underrepresented groups may only apply when they feel 100% qualified. We are committed to creating a more equitable, inclusive, and diverse organization and we strongly encourage all applicants with diverse identities and lived experiences to apply and to please self-identify in their cover letter.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs.

We thank all applicants; however only those considered for interviews will be contacted.

Strong preference will be given to applicants from equity deserving groups including but not limited to: Indigenous, South Asian, African Canadian, 2SLGBTQ+ populations.

APPLICATION PROCESS: Submit resume and cover letter electronically at:

Email: employment@cfsge.ca

CLOSING DATE: **June 10, 2026, at 4:30 pm**