



YWCA Toronto is an association of diverse and caring women dedicated to improving the lives of women and girls through dynamic leadership, advocacy and a range of unique and essential services that promote personal growth and economic independence.

Internal and External Job Posting

Maintenance Co-ordinator Property Services

YWCA Toronto is a turning point in the lives of women and girls. We are the city's trusted multi-service organization by, for and about women and girls. YWCA has been there for more than 137 years, supporting women and girls who want to make change. We are there when women and girls need shelter, employment skills, counselling, permanent housing, or the confidence that comes from outdoor education and leadership training. We are also there speaking out when a public policy needs changing, or a regulation has a negative impact, or when the progress of achieving true equality for women and girls is stalled, on the wrong track or no longer a priority in public life. In 2009 we were the turning point in the lives of over 26,000 people across the Greater Toronto Area.

Reporting to the Manager of Property Services, the Maintenance Co-ordinator is responsible for overseeing the ongoing preventative maintenance for all YWCA owned and operated housing and shelter sites including Bongard House, Women's Shelter, Arise, Bergamot, 1st Stop Woodlawn, Beatrice House and Pape. This position is also responsible for tenders, contractor supervision, implementation of the corrective and preventative maintenance, annual work plan, and building inspections.

You will have: general knowledge of technical discipline normally acquired through completion of a college diploma in a field relevant to property services; 3 to 5 years experience in building management, the trades or renovations; 1 to 3 years supervisory experience required; knowledge of building systems including knowledge of repair methodologies and technology; project co-ordination skills; experience using tools and equipment; ability to lift 25 kilograms; excellent customer service, verbal and written communication skills; knowledge of computer systems including Word, Excel, Internet, email, HMWorks or other property management databases; experience managing property and equipment budgets; WHMIS Certified. **Core Competencies:** understand and support the mission and beliefs of YWCA Toronto; incorporate principles of anti-oppression and equity at YWCA Toronto; demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists; consistently collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary; set goals, prioritize tasks and carry out responsibilities to achieve quality results; take action to avoid or solve problems and create opportunities for positive change; demonstrate commitment to ongoing personal and professional development.

The hours of work for this position are 35 hours per week (may be required to respond to after-hours emergencies). The salary for this position is \$47,258 per annum (Level 6), plus comprehensive benefits. **Note:** a valid driver's licence and access to a motor vehicle is required.

Please note: A police reference check is required by the successful candidate prior to hiring. YWCA is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. For internal applicants, this position is not secondable.

Submit cover letter and résumé to: Scott Barry, Manager of Property Services. YWCA Toronto. 15 Pape Avenue, Toronto, ON, M4M 2V5. FAX: (416) 469-0199.

Internal Deadline: Monday, July 26, 2010

External Deadline: Friday, August 6, 2010

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations.

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone enquiries please.

YWCA Toronto is a perfume free environment.

Posting Date: July 15, 2010