



Founded in 1965, Christian Horizons is a non-profit, faith-based charitable organization supporting people with disabilities in Canada and around the world. With over 3,500 employees, Christian Horizons supports nearly 2,000 people with developmental disabilities and their families. Christian Horizons supports people within their communities throughout Ontario and Saskatchewan. Internationally, Christian Horizons works in partnership with local organizations to promote the inclusion and rights of people with disabilities in six developing countries.

PROPERTY MAINTENANCE COORDINATOR (ON)
(40 hours/week)
Resource and Leadership Centre – Kitchener/Waterloo

The Property Maintenance Coordinator provides general maintenance service on a daily basis to the Resource and Leadership Centre. They will interact with management, employees, people supported, and families and will foster a positive environment. The Property Maintenance Coordinator is responsible for solving issues that arise with plumbing, refrigeration, electrical, heating, air conditioning, and general interior and exterior building repairs. They will work with the Office Manager to engage and supervise persons with disabilities in meaningful, learning and competitive opportunities of general maintenance.

Main Duties: Inspect, identify and prioritize maintenance issues that arise at the Resource and Leadership Centre. Use tools and equipment provided to perform repairs. Maintain the overall integrity of general repair, plumbing, major appliances, electrical, heating, air conditioning, flooring, carpet and painted surfaces, seeking external vendors when required. Provide and engage maintenance services to external structures at the location, including parking lot, green spaces and decks. Perform general cleaning duties. Perform other duties as assigned by Office Manager. Recommend new tools and equipment as needed. Oversee general contracts relating to property. Provide training for people who experience disabilities in the areas of general maintenance and office cleaning.

Requirements: The successful candidate must have 3 years related experience, high school/ college diploma preferred, a driver's license, creative problem solving & decision making skills, initiative, interpersonal relations & respect, able to manage change and resources, have knowledge of building safety and maintenance requirements.

All persons may apply regardless of religion or any Human Rights Code protected grounds. We seek to provide accessibility through all stages of the hiring process for all applicants with disabilities consistent with our Accessibility Policies and the AODA. Please let us know if you require an accommodation and we will work with you to meet your accessibility needs.

Application Deadline: May 2, 2019

Start Date: ASAP

Applicants must submit a résumé and cover letter in writing by May 2, 2019, to:

Office Manager

C/o Resource and Leadership Centre
4278 King Street East, Kitchener, ON N2P 2G5
Phone: 519-650-0966 / Fax: 519-650-8984
Email: jobs@christian-horizons.org

We thank all applicants; however, only those qualifying for an interview will be contacted. Please visit our web site at www.christian-horizons.org