



## Facilities Maintenance Worker

Full-Time Regular, 1.0 FTE (35 hours/week)

Bargaining Unit – UFCW Local 175

**Parkdale Queen West Community Health Centre (PQWCHC)** is a dynamic, community-based health care organization serving mid-west downtown Toronto. Offering a broad range of services, including primary health care, dental care, harm reduction, health promotion, counselling, and community development programming, we are also committed to serving people who face barriers to health care, and we strive to reduce these barriers. PQWCHC is a multi-sited organization.

**How We Work with Each Other** at PQWCHC one of our key values is to remove barriers for our clients. For operations this means ensuring providing a safe and secure space for people to work. We do this by valuing and respecting people and communicating collaboratively to build supportive relationships. We nurture diverse skills and experiences and welcome alternate perspectives.

**General Responsibilities:** The facilities maintenance worker provides a high standard of building maintenance, provides quality experience, and ensures the safety of staff, clients and visitors. Working as an integral part of the Centre's staff team and engaged in relationship building and connecting with clients, to ensure excellent client relations and rapport in daily interactions. The facilities maintenance worker provides skilled work in maintenance, repair and general upkeep of the Centre buildings and equipment.

In this role the facilities worker will be accountable to the Facilities Manager. The job requires that the successful candidate work regular and extended hours as required by the Centre's operations and will be required to travel to the Centre's other sites and provide back-up support and coverage across sites.

**Reporting Manager:** Facilities Manager

### Detailed Responsibilities

#### Workspace and Storage Management

- Support teams in implementing good inventory management practices
- Work collaboratively with managers to optimize staff space allocation
- Manage office labels and parking permits

#### Maintenance management

- Use PQWCHC maintenance service desk ticketing system to address issues in a timely manner. Escalate issues to the Facilities Manager where necessary
- Undertakes general preventative maintenance and repairs to building equipment and responds to work orders including painting, carpentry, floor surfacing, plumbing repairs etc., and takes appropriate action to rectify any problem, including coordinating with third party contractors.
- Identify and resolve all maintenance and repair issues that arise and ensure facilities, including all building systems, are safe and properly maintained.
- Performs light duty cleaning, project cleaning, laundry supports, general cleaning, monitoring, and replacing, where appropriate and as needed internal and external light bulbs and laundry service.
- Operate and maintains all janitorial equipment and snow removal equipment as required
- Maintain grounds including litter removal, watering, snow removal and salting as required and cutting of grass.
- Performs repairs and upkeep to interior, exterior, washrooms, furniture, and fixture repair, as well as repairs to the building envelope including windows, doors, and door hardware.
- Perform, document, and follow up on activities resulting from regular inspections of all required PQWCHC locations
- Collects and disposes of refuse, litter, recycling, and bio-waste in appropriate and safe manner
- Ensure all standards and requirements are met regarding building and fire codes, occupational health & safety, infection control and other legislation.
- Perform tasks related to both short-term and long-term preventative maintenance plans
- Provide program support with room set-up and take-down for program and Centre activities
- Rotating shifts in our different buildings weekly, also supporting our various building as needed

#### Capital project support

- Work with the Facilities Manager to plan and execute major capital projects.

#### Building Security Management

- Initial point of contact to escalate issues with onsite alarm and panic system.
- Initial point of contact to support keys and FOB distribution and recovery, and inventory management of those assets

*PQWCHC is committed to the principles of access and equity. PQWCHC is committed to reflecting the diversity of the communities it serves and we encourage applicants who reflect Toronto's indigenous, LGBTQ2, racial, and cultural diversity. We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. Parkdale Queen West CHC is in full compliance of the Ontario Human Rights Code and does not discriminate on the ground of records of offenses.*



#### Communication

- Responds to emergencies in the facility and reports all maintenance issues to the Facilities Manager and the Centre's teams where appropriate
- Inform staff when contractor and/or trades will be on site and any impacts the work will have on them
- Actively participates in scheduled programs, meetings, and special events.
- Contribute to the development of facilities policy and procedures. Ensure effective adoption of policies and procedures within the organization.

#### Professional Development

- Continue to improve professional knowledge and remain up to date concerning current trends in facilities management
- Continue to upgrade knowledge of the Occupational Health and Safety Act (OHSA), Personal Health Information Protection Act (PHIPA), Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and other relevant legislation

#### **Experience and Qualifications:**

- High school or post-secondary diploma
- Minimum of 3-5 years related experience in skilled trades and/or building maintenance, experience, and aptitude in multiple areas: Electrical/Plumbing/Carpentry, preferably in health or not for profit settings.
- Building Maintenance Certificate or Skills and Trades Certificate an asset
- Current certification in Standard First Aid and CPR level C an asset
- WHMIS and related health and safety training an asset
- Computer Skills and proficient in Microsoft Excel and other Microsoft Office applications
- Excellent organization skills and attention to detail and problem-solving skills
- Ability to meet deadlines
- Ability to work independently in a fast paced physically demanding environment and to work collaboratively with staff and teams
- Able to work with minimum supervision as well as in a team environment
- Ability to lift 25 kilograms
- Demonstrated effective communication skills to respond effectively to staff issues requests, and vendors inquiries
- Highly flexible, consistently positive, and team-oriented outlook
- Experience working in a community health centre is an asset.

**Compensation:** \$46,278 to \$55,579 per annum, plus Healthcare of Ontario Pension Plan (HOOPP).

If you are interested in joining in a creative and dedicated team, we want to hear from you! Applicants, please send your resume and cover letter in a single document (MS Word or PDF format only). Please apply using the form at the bottom of the PQWCHC employment page:

<https://pqwchc.org/contact/employment/>

#### **Job ID: 2026-122**

Please also note that the successful candidate will be required to provide a police vulnerable sector check as a condition of employment, however strong consideration is made to the type of offense. Employment is conditional upon having had a full series of COVID-19 vaccinations (2 doses, plus booster within 6-12 months) 14 days before starting employment.