

JOB DESCRIPTION

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| POSITION: | MAINTENANCE/TECHNICAL SUPPORT PERSON | | |
| DEPARTMENT: | Housing & Children's Services | UNION: | C.U.P.E. Local 543 |
| LOCATION: | Various | JOB CODE: | 543384 |
| HOURS OF WORK: | 33.75 | GRADE/CLASS: | 0.14 |
| SHIFT WORK REQ'D: | No | | |

DUTIES:

Reporting to the Coordinator of Housing Administration & Policy, this position will be responsible to provide advice, guidance, evaluations, recommendations, and assistance to social housing providers. Will perform cyclical and upon-request inspections of buildings and property; perform technical reviews and audits; address current technical issues identified by the housing provider or Executive Director of Housing and Children's Services; obtain and co-ordinate quotes and associated cost estimates, tenders and contracts, and provide recommendations to housing providers and the Executive Director; review and assess funding requests and budgets submitted by social housing providers for recommendation to the Executive Director; organize training materials and conduct workshops for social housing providers and related organizations and participate on committees as requested or authorized by the Executive Director of Housing Services ; assist and facilitate implementation of best practices for organizations to achieve their objectives; undertake special requests or assignments and comprehensive technical audits and consultation as requested by the Executive Director of Housing and Children's Services; assist senior management in identifying efficiencies; coordinate all related record and reporting systems and assist in evaluating and making recommendations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a three (3) year post-secondary Community College Diploma in Engineering Technology (Civil) or Architectural Technology or Building Science Technology or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience working in the field;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have knowledge and experience in applying principles of architectural and civil engineering design and construction practices. Provides technical advice and cost estimates to staff, social housing providers and consultants to determine the most economic solutions to alterations, repairs and additions to existing buildings, site work, building envelope, energy conservation issues, building science issues and new construction;
- Must have a high familiarity with and experience in the application of building codes, safety codes and legislation, property standards, industry standards and other related standards, codes and legislation;
- Must have knowledge of cost estimating techniques;
- Must be bondable;
- The physical demands analysis associated with this job indicates a sedentary to light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.