

**POSITION:** MAINTENANCE/TECHNICAL SUPPORT PERSON **JOB POSTING #:**

<b>DEPARTMENT:</b>	Housing & Children's Services	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543384
<b>POSTING STATUS:</b>	Regular Full-time	<b>POSITION #:</b>	
<b># OF POSITIONS:</b>		<b>GRADE/CLASS:</b>	0.14
<b>SHIFT WORK REQ'D:</b>	Yes	<b>SALARY RANGE:</b>	\$27.17 to \$31.94 per hour(2012)
		<b>HOURS PER WEEK:</b>	33.75

### DUTIES:

The successful applicant 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 Corporate Health & Safety Program; perform other related duties as required.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a 3 year post secondary Community College diploma in Engineering Technology (Civil) or Architectural Technology or Building Science Technology or Ontario Ministry of Education equivalency.
- Must have over three (3) years experience working in the field.
- Must have knowledge and experience in applying principles of architectural and civil engineering design and construction practices to provide technical advice and cost estimates to staff and 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 and 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.
- Should be familiar with the Occupational Health & Safety Act, its regulations and knowledge of hazards associated with work.
- Must have the ability to travel to offsite 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.

### POSTING SPECIFICS:

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| <b>Posting Period:</b> | <ul style="list-style-type: none"> <li>• at 8:30 AM to at 4:30 PM</li> <li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li> </ul>   |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"> <li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li> </ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"> <li>• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.</li> </ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"> <li>• In person to the Human Resources Department or one of the Customer Care Centres</li> <li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li> </ul>                                     |
| <b>Updated:</b>        | <ul style="list-style-type: none"> <li>• By Human Resources on September 17, 2012</li> </ul>   |