

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

**JOB OPPORTUNITY**

**Job# TNG2025-213**

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| <b>POSITION TITLE:</b> Operations Worker          |   |
| <b>DEPARTMENT:</b> Housing                        | <b>STATUS:</b> Regular Full-Time, CUPE 7797 |
| <b># HRS / WEEK:</b> 35                           | <b>CONTRACT DATES:</b> N/A                  |
| <b>REPORT TO:</b> Property Manager                | <b>HOURLY RATE:</b> \$30.94                 |
| <b>EXTERNAL CLOSING DATE:</b> Posted until filled |   |

**GENERAL DESCRIPTION:** The position is responsible for cleaning and maintaining Agency sites. Duties include maintenance and repairs of interiors, supply acquisition, garbage removal and upkeep of exterior grounds and walkways as assigned. Maintain building equipment and machinery and respond to emergencies as necessary or required. This position reports to the Property Manager and is part of **CUPE LOCAL 7797**. Scheduled hours of work are 35 hours per week with the requirement to be On Call evenings, statutory holidays and weekends as needed between the hours of 3:30 pm-7:30 am. This position will work out of 12 Elm Grove Ave and 2802 Danforth Ave with the requirement to travel to other TNGCS sites as needed.

**MAJOR DUTIES:**

- Maintain the interior of the building(s) in an appropriate state of cleanliness, including but not limited to maintenance of interior common rooms, corridors, and elevators
- Responsible for preventative maintenance of assigned locations
- Annual/quarterly/monthly inspections of boilers, fire systems, exhaust fans, and electrical systems
- Monthly fire testing and annual fire drills
- Ensure that regular building maintenance is scheduled and/or performed and logged.
- Complete assigned work orders on a timely basis
- Maintain areas surrounding building by clearing snow, salting, and clearing litter. Be responsible for landscaping duties and additional maintenance as required
- Communicate with and provide instructions to contractors hired to perform work as directed. Ensure work is carried out according to contractual agreements. Report progress to the Housing Management team.
- Conduct yearly and move-in/move-out inspection of units for cleanliness; clean, paint, repair and perform unit maintenance as directed
- Ensure secure buildings and a clean, safe and healthy work environment
- Respond to requests from tenants in a professional, timely manner
- Communicate all building/tenant issues to the Housing Management team and /or appropriate staff in a timely manner
- Backup and/or assist other maintenance and custodial staff at other TNGCS sites.

**REQUIREMENTS & QUALIFICATIONS:**

- Building systems maintenance certification is required
- 3-5 years job related experience
- Demonstrated ability to work within budget, maintenance required records, and make required reports.
- Knowledge of building lock systems and the ability to change/make repairs on them.
- Excellent interpersonal skills and a calm and tactful manner.
- The ability to work with minimal supervision and to work effectively as a team member
- The physical strength, stamina and ability to undertake moderate to heavy lifting up to 50 lbs and frequent walking, bending, stretching and pulling.
- Preparedness to experience occasional exposure to filth and contagious disease.
- Preparedness to experience frequent exposure to animals, especially dogs and cats, as well as their excrement and dander.
- A valid driver's license in good standing would be preferred

**To apply, submit your resume with "TNG2025-213" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement. This posting is for an existing vacancy.