



Modern Thinking. Timeless Values.™

## JANITORIAL AND MAINTENANCE PERSON

### Change *Your Career* for the Better.

As a recipient of hundreds of awards and accolades, Reid's Heritage Homes is a world-class organization, with growing communities across the province, offering home styles from mid-rise condo suites to custom estates and active adult communities. We are a division of the Reid's Heritage Group of Companies, a family-owned company celebrating over 40 years in business. We are proud to have been certified as a **Great Place to Work® Canada** and named as one of **Canada's Best Workplaces for 2019, Canada's Top Small & Medium Employers for 2019** and **Waterloo Area's Top Employers for 2021**, and we strive to employ highly skilled individuals who both exemplify and live out our Core Values. Our team members are passionate about their work, and their high energy and creativity drive innovation. As a result, our team is growing. We invite you to take this opportunity and be a part of the momentum!

If you're well organized, skilled in drywall repair, tile repair, painting, carpentry and plumbing, and familiar with sanitary cleaning principles and the operation of sprinkler, fire and security systems, this **1-year part-time contract** opportunity as a Janitorial and Maintenance Person is for you.

Based in **Guelph**, and reporting to the Facility Supervisor, Village by the Arboretum (VBA), you will provide building operation services, as well as monitor primary equipment, for the following buildings: Recreation Centre, Condominiums, Medical Centre and Gate House.

As part of your duties and responsibilities you will be called upon to:

- Follow and consistently demonstrate Reid's Heritage Group of Companies Core Values
- Interact in a friendly, respectful, and helpful way with the residents
- Speak knowledgably with service people and suppliers
- Perform general housekeeping and janitorial tasks
- Monitor the operation of the boiler systems
- Replace lighting lamps
- Maintain the water softener and periodically check water hardness
- Repair and re-paint damaged wall areas and doors in the various buildings
- Complete daily pool and spa testing and pool maintenance/cleaning
- Monitor and record readings on the fire and sprinkler systems.
- Paint and drywall repairs
- Minor plumbing repairs
- Perform activity setup
- Manage coffee stations and minor repairs
- Perform tasks assigned by the Facilities Supervisor

The successful candidate will demonstrate the following:

- Commitment to our organization's progressive culture, including our company Core Values
- Criminal Record Check and Vulnerable Sector Screening
- Valid driver's license and clean driver's abstract
- 1st Aid training, knowledge of WHMIS and the use of fall arrest equipment

- Basic knowledge of commercial pool chemistry
- Able to use floor buffer / scrubber, able to strip and finish
- Knowledge of steam cleaning and spot removal
- Experience with window washing equipment and working at heights
- Competent to troubleshoot and/or make minor repairs to the building and equipment
- Skilled in drywall repair, tile repair, painting, carpentry and plumbing
- Understand preventative maintenance and its implementation
- Understanding in the operation of fire systems, sprinkler systems and security systems
- Working knowledge of hydronic heating systems and boiler operation
- Organizational and time management skills
- Exemplary listening skills and problem-solving ability
- Excellent interpersonal and communication skills (both verbal and written)
- Ability to work under pressure
- Understand and follow the principles of sanitary cleaning
- Able to work with limited supervision
- Must be available for flex hours of work between 9:00 a.m. and 8:00 p.m.
  - Weekends and Holidays - 9:00 a.m. to 5:00 p.m.
  - Weekdays - 9:00 a.m. to 8:00 p.m.
  - Scheduled by Facility Supervisor with a minimum of 25 hours per week
  - Hours of work may be adjusted to meet the VBA business needs, and may extend beyond normal operating hours as required to fulfill responsibilities and duties
  - Provides relief for on-call evening and weekends/holidays
- Ability to work collaboratively in a team-based work environment

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to: [hrinfo@heritagehomes.com](mailto:hrinfo@heritagehomes.com), specifying the title of the position. For more information, visit [www.reidsheritagehomes.com](http://www.reidsheritagehomes.com).

*We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.*

