

Facility Maintenance Technician (40 hours/week, Permanent)

Who We are:

Langs is a grass-roots neighbourhood-based organization that has become so much more! Langs was established as a community development project in 1978 by a group of citizens and service providers concerned about the lack of accessible services in the community. Langs has grown to become a dynamic, respected multi-service organization that uses a community development approach to provide comprehensive health, social and recreational services that are responsive to the changing needs of our community.

What We are Looking For:

We are currently recruiting for a Facility Maintenance Technician to join our team for a full-time position. This role is responsible for maintaining the organization's facilities, overseeing cleaning, making basic repairs and ensuring service contracts are maintained.

A successful candidate in this role would have

- Grade 12 education with 2 years of experience in facility management, general maintenance and repairs
- Experience with facility management software and blueprint reading
- Excellent time management and organizational skills
- Outstanding customer service and communication skills
- Strong conflict resolution, interpersonal and problem-solving skills
- Ability to work as a team and independently with minimal direction
- Previous experience in a health and/or community setting is an asset
- Occupational Health and Safety Certification an asset
- Access to a vehicle and a clear driving record

In this role you will be expected to complete the following tasks

- Receives work orders for maintenance requests at all locations and reviews, determines priority status, co-ordinates work to be undertaken or completes task directly in the appropriate timeframe
- Interacts with a wide range of outside contacts including clients, maintenance contract vendors, and suppliers to clearly define and resolve issues in a professional manner
- Obtains maintenance, contract and project quotes and follows up to receive items in a timely manner
- Schedules service calls with contractors as required in collaboration with the Data Management, IT, and Facilities Coordinator
- Updates Excel log sheet for maintenance repairs – i.e., log work orders and updates as required
- Develops and maintains the facility yearly maintenance schedule for the Main Site, YTC, North Dumfries and RCC
- Ordering cleaning supplies and maintaining inventory of supplies. Adjust supplies for best value
- Looks after key replacements and locks for the organization
- Groundskeeping at main site – cleaning up debris, sweeping as needed, assists with shoveling and salting sidewalks
- Oversees the repairs and maintenance of the organization's vans and follows up with licensing requirements and completes CVOR renewals
- Performs painting if needed
- Maintains major systems that ensure facilities operate safely, efficiently and effectively such as the boiler system, water softener, HVAC units, outdoor sign
- Review research & development for system upgrades in both Facility and IT
- Helps with set up in meeting rooms for events
- Follows up on health and safety needs from monthly inspections for all sites
- Assists with spill cleanup and maintains spill kits when needed at the main site
- Assists with any facility emergency at any of the Langs locations
- To complete other duties as required

What We Can Offer You:

Langs is an organization where people belong. Langs is committed to promoting Inclusion, Diversity, Equity, and Access for all our staff, patients, participants, and volunteers. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Langs strives for an inclusive environment centred on employee wellbeing and supportive leadership.

Don't meet every requirement? Studies have shown that women and people of colour hesitate to apply to jobs unless they meet every single qualification. At Langs, we are dedicated to building a diverse, inclusive and authentic workplace, if you're excited about this role but your past experience doesn't align perfectly with every qualification please apply and share in your cover letter why you believe you are the right candidate.

The successful candidate would be eligible for the following benefits:

- Starting Salary of \$41,496 - \$47,029 Annually
- 3 Weeks paid vacation, with an increase to 4 weeks after 1 year of employment
- 15 Sick/Personal Days per year
- 10 Professional Development days per year
- Enrolment in Healthcare of Ontario Pension Plan (HOOPP)
- Comprehensive Extended Health and Dental Care Plan including a \$1000 Healthcare Spending Account.

Candidates are required to submit detailed cover letter along with their resume by November 19, 2024
Candidates requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.