

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancies:

Maintenance Technician

Two (2) Permanent, full-time positions

Hourly rate: \$36.79 - \$45.98 based on a 40-hour work week.

Reporting to the Senior Maintenance Technician, you will ensure compliance with the Ontario Building Code and other related regulations, legislations, and permit requirements in order to maintain all County owned and operated buildings and facilities. These positions will also work with the Housing Services division to ensure Northumberland County Housing Corporation's (NCHC) buildings are not only structurally sound but also secure and safe for the tenants.

Major Responsibilities:

- Completes all work orders in sequence of importance and reports progress to manager.
- Performs structural, electrical, plumbing, building security and fire alarm system repairs and improvements as needed to maintain County owned and operated buildings and facilities.
- Ensures all structural, electrical, plumbing, building security and fire alarm systems are in working order and compliant with applicable codes.
- Obtains appropriate building and regulatory permits.
- Coordinates and evaluates quotes from qualified trades people to perform structural, electrical, plumbing, building security and fire alarm system repairs and improvements when work is unable to be completed internally.
- Conducts site inspections on work being completed by contractors to ensure it is safe and compliant with applicable codes.
- Conducts annual site inspections of all Social Housing units with a member of the Housing department.
- Inspects conditions and secures vacant/abandoned Social Housing units.
- Operates and maintains a County owned vehicle including fueling, cleaning and scheduling regular maintenance.
- Purchases and secures supplies to complete jobs.
- Signs off on jobs completed by contractors so that payments can be made.
- Overtime, evening, and weekend work may be required as needed.
- After hours on-call will be required for this position.
- Work locations are throughout Northumberland County, and driving to different facilities is to be expected.

Qualifications & skills:

- A grade 12 diploma, with a college diploma in building maintenance as an asset.
- A Certificate of Qualification in a trade is considered an asset
- Minimum of five years of experience in building maintenance.
- Excellent oral and written communication skills that allow you to work well within a team environment, work with other County staff and with NCHC tenants while

troubleshooting and problem solving.

- Ability to multi-task and establish priorities.
- Excellent time management and work management skills.
- Ability to work well under pressure.
- Highly motivated with the ability to work independently.
- Strong attention to detail and in good physical condition.
- Province of Ontario Class “G” driver’s licence. **An acceptable driver’s abstract must be submitted with your application. Applications submitted without an acceptable driver’s abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

How to Apply:

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on May 8, 2024**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.