



## MAINTENANCE WORKER/HANDYMAN

Villa Charities Inc. (VCI) is a registered charity and non-profit organization that enriches lives through experiences and services that honour Italian culture and heritage. For more than 50 years across the GTA, Villa Charities has provided cultural and educational programs and supported culturally sensitive long-term care and independent living apartments for seniors. VCI fulfills their mandate through a broad range of activities, services and facilities, both directly and in conjunction with its affiliates and independent organizations. Affiliates include Columbus Centre and Joseph D. Carrier Art Gallery; Villa Colombo Homes for the Aged Inc. in Toronto; Villa Colombo Seniors Centre (Vaughan) Inc. Di Poce Centre; and Italian Canadian Benevolent Seniors Apartments Corporation/Casa Abruzzo Benevolent Corporation with apartments for independent seniors (Caboto Terrace, Casa Del Zotto and Casa Abruzzo). Each of these organizations is an integral part of the Villa Charities family with separate legal status and its own governance Board. For more information visit [villacharities.com](http://villacharities.com).

Additionally, Villa Charities is Great Place to Work® Certified™, and Best Workplace for Giving Back, an official recognition for employers who create an outstanding employee experience and an amazing workplace culture. Every day, our team works hard to deliver our mission of enriching lives through experiences and services that honour Italian culture and heritage.

Our Maintenance department is currently looking for Handyman to undertake upkeep and repair tasks at the interior or exterior of company premises. This role reports to the Maintenance Manager.

### **Key job accountabilities include but are not limited to:**

- Perform basic tasks including painting and filling crevices, cleaning facilities and managing maintenance repairs.
- Perform repairs on company machinery, equipment, or appliances.
- Detect and report the need for major maintenance repairs.
- Regularly check community spaces to identify issues with litter, mechanical failure or breakdowns.
- Respond to clients' maintenance requests in a timely and professional manner.
- Repair plumbing, electrical, and safety systems.
- Maintain the cleanliness of outside spaces such as parking lots and sidewalks.
- Oversee the sprinkler system and trash containers on the company premises.
- Conduct performance assessments of company appliances, such as refrigerators, microwaves, stoves, ovens, and coffee makers.
- Provide clients with support and guidance on maintaining their equipment.
- Clean facilities by sweeping, dusting etc.
- Take care of a variety of tasks, including painting, cutting grass, trimming bushes, planting or removing trees, installing doors and shelves, and repairing furniture.
- Some focus on regular maintenance, and others visit job sites to make repairs when needed.
- Repair equipment or appliances
- Assist tradespeople with electrical, plumbing or HVAC repairs



- Undertake duties as assigned or emergency tasks (e.g. shoveling snow)
- Identify and report the need for major repairs
- Responsible for opening/closing program buildings, and operating basic building systems (security locksets, alarms, lighting, HVAC, fire safety, utilities etc.)
- Managing trash removal and recycling as per building requirements Toronto Housing regulations

### **Desired Qualifications**

- 3-5 years of related experience.
- Experience with hardware tools and electrical equipment
- Basic understanding of electrical, plumbing or HVAC systems
- You don't need to be a certified tradesperson (electrician, plumber, carpenter, etc) but you do need to have basic construction skills.
- Must demonstrate exceptional organizational skills and be extremely detail-oriented.
- Ability to work well under pressure and balance and prioritize multiple projects, deliver programs and tactics on a timely basis in a deadline-oriented environment.
- Must be flexible, adaptive to change and able to handle shifting priorities with maturity and foresight to cope with input and changes, with short notice at times.
- Proficiency in project management including ability to manage and prioritize competing assignments.
- Proven diplomacy skills and commitment to customer service.

### **COMPENSATION AND OTHER BENEFITS:**

Villa Charities Inc. offers a competitive salary and a comprehensive benefits package including a free gym/health club membership (on-campus), health and dental benefits, GRRSP, Employee Group Discounts and much more.

### **GENERAL RECRUITMENT STATEMENT**

Villa Charities is committed to providing a safe working environment for our workforce, volunteers, and members of the public with whom we interact regularly. As such, all Villa Charities staff are required to provide proof of COVID-19 vaccination.

Villa Charities Inc. embraces diversity in the workplace and is committed to achieving employment equity. We aim to attract, develop, and retain highly qualified employees from diverse backgrounds, allowing us to benefit from their unique skills, various experiences, and perspective on our vision of "Inspiring people to explore the Italian in all of us." We ensure that our recruitment practices support this commitment and do not infringe on any characteristics protected by law.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Villa Charities' policies, a request for accommodation will be accepted as part of Villa Charities' hiring process. To avoid any delays in the recruitment process, if you require an accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.

### **HOW TO APPLY**



If you are interested in an opportunity to make a difference and a lasting impact, work with an agile, collaborative, progressive, and high-performing team; **please forward your resume and cover letter to:** Human Resources by email to: [careers@villacharities.com](mailto:careers@villacharities.com).

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*