



## Maintenance Clerk

## Bulletin No. H2024-34

Permanent Full-Time  
Bilingual

Hourly  
\$26.80- \$29.32

Location  
North Bay

Do you aspire to have a fulfilling position in the human services delivery environment and make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Maintenance Clerk to add to our exceptional Housing Operations team.

The Maintenance Clerk position will effectively performing clerical and administrative functions to support the coordination of maintenance and capital work in buildings and units throughout the Nipissing District Housing Corporation (NDHC) portfolio . Duties will be completed in accordance with established policies and procedures and in compliance with the Housing Services Act and the Residential Tenancy Act, Building Code, Occupational Health and Safety (mold and asbestos), Fire Code, and associated regulations.

### Qualifications:

- Post -Secondary diploma in related property management or business administration discipline, or an acceptable combination of education and experience;
- Two years' experience in building maintenance;
- Knowledge of the Housing Services Act, Building Code, Occupational Health and Safety (mould and asbestos), Fire Code, and legislation and accompanying regulations;
- Knowledge of and experience in delivering excellent customer service;
- Ability to interpret and explain legislation, policy and procedures;
- Ability to communicate effectively and tactfully both oral and written;
- Ability to work in a stressful, fast-paced environment and recognize emergency situations;
- Ability to deal with a diverse client group with tact and diplomacy;
- Excellent organizational skills are required to organize and schedule daily work or tasks, while being sensitive to time constraints and resource availability. Will often be required to work toward meeting tight deadlines.
- High-level proficiency in desktop applications including Microsoft Office Suite;
- Proficient in both English and French is considered an asset.

Permanent Employees  
Enjoy:

- Health, Dental, & Vision Benefits
- Paid Time Off
- OMERS Pension
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

**Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.**

Applications for the above position will be accepted **by email** at [jobs@dnssab.ca](mailto:jobs@dnssab.ca) up to **4:30PM, Wednesday, October 23<sup>rd</sup>, 2024**. You will be required to uploading your cover letter and resume. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

**DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.**

**We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.**

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

[www.dnssab.ca](http://www.dnssab.ca)