

SLEMON PARK CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Housing Maintenance Technician

REPORTING TO: Property Manager

Date of Preparation/Revision: **2026**

POSITION SUMMARY:

This position is responsible for the day-to-day maintenance and repair of the Residential Housing Units including but not limited to general maintenance, timely completion of work orders, capital projects, and coordination and inspection of contractors' work.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

Maintenance

- Repair/replace clothes lines and poles
- Replace door hardware including weather stripping
- Adjust wood and aluminum doors
- Replace counter tops
- Insulate attic and walls
- Repair holes in drywall
- Caulk windows
- Replace windbreaks
- Repair wind damaged roofs
- Install resilient flooring
- Replace washroom accessories
- Repair/replace gutters and down spouts
- Move fridges, stoves and water heaters
- Install vinyl baseboard, quarter round and window trims
- Repair any broken parts on damaged fridges
- Minor painting including basement floors
- Shoveling sidewalks and steps
- Any other carpentry or labour work as required

Mechanical

- Repair toilets including way seals
- Repair furnace humidifiers
- Replace oil tank gauges
- Minor maintenance on propane stoves
- Adjust heating duct work systems
- Drain and inhibit units when tenant move out

- Open any clogged toilets and drains
- Any other emergency repairs as required

Electrical

- Replace light fixtures
- Replace switches and receptacles
- Replace door bells
- Trouble shoot electrical problems
- Replace range hood
- Any other minor electrical works as required

General

- Work under direction and very closely with Property Manager and Housing Manager
- Carry Emergency Response Pager as rotated and contact appropriate contractors
- Keep working areas clean
- Assist in control of material and stock

POSITION SPECIFICATIONS:

Education and Training:

Grade 12 Completion

Experience:

Experience using tools.

Experience operating heavy equipment would be considered an asset.

Skills and Knowledge:

Excellent interpersonal communication skills

Proven organization skills

Must have sense of urgency while being able to maintain a high standard of work.

Ability to work independently and as part of a team.

Ability to react quickly to changing requirements and/or unanticipated issues.

WORKING CONDITIONS:

This is a full-time position 40 hours per week. There is a requirement for overtime if deemed necessary and the position does require carrying the Emergency Response pager on a scheduled basis.

Physical, mental, and visual:

Physically capable of performing tasks normally considered carpentry and/or construction related and have the ability to multitask and handle occasional stressful issues. Ability to lift fifty (50) pounds.

COMPENSATION AND BENEFITS

Salary – \$21.96 - \$30.30

Vacation – Starting at 3 weeks per year

Benefits – Long-Term disability, health, dental, life insurance and pension