

Maintenance Coordinator - Nine Month

Wellington County consistently ranks as one of the safest communities in Canada and is home to vibrant economies, active and inclusive communities, and beautiful landscapes.

We are committed to building and maintaining a respectful, inclusive and equitable workplace that is representative of the community we proudly serve. The County is looking for individuals who are committed to public service, enjoy collaborating with others and share the County's values. We value applicants with a diverse range of skills, experiences, and competencies, and are looking forward to welcoming new members to our talented team.

The County offers a generous compensation, benefits and pension package. We also offer ongoing career and development opportunities to our employees, with a commitment to health and well-being.

Posting ID: 2451 - this recruitment is for an existing vacancy

Department: Social Services

Division: Housing Services

Position Type: Nine Month Full Time Contract

Work Hours: Monday to Friday, 35 hours per week: regular schedule is 8:30 am - 4:00 pm onsite/in-person; flexibility of hours may be required.

Work Location: 138 Wyndham, Guelph; the County of Wellington is an employer that provides service onsite.

Vacancies: 1

Application Deadline: 07/21/2026

BASIC FUNCTION

This position reports directly to the Maintenance Operations Supervisor and is responsible for the direct maintenance of a portfolio consisting of family, adult and senior-lifestyle rental units located in Guelph and the County of Wellington, for the Housing Services Division. The Maintenance Coordinator ensures maintenance and preventative maintenance programmes are followed in order to keep properties in a safe, well-maintained condition according to approved standards, including legislation, regulations, policies and procedures.

PRINCIPAL RESPONSIBILITIES

Under the guidance of the Maintenance Operations Supervisor, the Maintenance Coordinator has the following duties and responsibilities:

- Directly responsible for daily maintenance requirements for family, adult and senior-lifestyle units, located in Guelph and the County of Wellington.
- Investigate maintenance requests from staff and tenants. Initiate work orders for repairs and follow up with staff, tenants and contractors.
- Conduct timely move out inspections, assign and schedule scope of work required, follow up with contractors within timeframes.
- Assist Property Services staff with enforcing property standards and eviction of tenants as needed.
- Annually inspect all units, report on repairs required, unit condition and appropriate tenant charges. Responsible for follow-up and inspection of completed contractor work.
- Conduct inspections on construction projects, identify deficiencies and recommend payment for tender work as assigned.
- Coordinate with Capital Works Coordinator(s) to inform capital planning by reporting on conditions and above average maintenance requirements of assets.
- Monitor expenses and operational budget impacts, identify and report on trends in spending and make adjustments to stay within approved budget.
- Review all operational maintenance accounts payable documents including but not limited to, work orders, invoices, quotations, reports etc.
- Purchase adequate supply of standard products, materials and equipment as well as ensure equipment is properly maintained for safe use.
- Assist with the administration of operational tenders by conducting inspections, ensuring compliance with specifications, and recommending payment for items such as grounds maintenance, waste removal, elevator maintenance, and fire alarm maintenance and testing.
- Conduct inspections of capital works projects as assigned, including ensuring compliance with tender documents and recommending for payment.
- Provide parking enforcement in cooperation with Property Services at all Housing properties and offices within the City of Guelph.
- Participate in on-call rotation for after hours, weekend and holiday coverage.
- See full job description.

MINIMUM QUALIFICATIONS

- High school diploma, plus an additional programme of over one and up to two years or equivalent in architecture, building science, construction, maintenance or related field.
- Over one-year related experience in building science, construction and/or maintenance, and human services.

- Knowledge of the Housing Services Act and Regulations, Residential Tenancies Act, Ontario Building Code, technical policies and procedures, and construction practices.
- Ability to adapt established methods or procedures, such as complying with legislation/by-laws and identifying maintenance problems.
- Ability to work with a diverse client group with technical expertise.
- Application of knowledge for problem solving is required.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Working knowledge of Microsoft Office and database software.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle; flexibility of location required.

Pay Range: \$42.47 - \$49.49 (2026 Union Compensation Grid)

Benefits: Extended Health Care, Emergency Travel Assistance, Dental Care; mandatory enrolment, premiums 100% covered.

Pension: As a non-full-time (NFT) employee of an OMERS employer, you are eligible to elect to join the OMERS Pension Plan at any time. Enrollment in OMERS is voluntary.

Medical Responsibility Time: Prorated and accrues at 1 day/month.

Vacation: Accrues to start at three weeks/annum; increases based on length of service.

Union Dues: Payable to CUPE Local 973 at a rate of 1.964% of gross earnings.

Parking: Provided; taxable benefit provisions apply.

Mileage: If applicable, as per CRA allowances.

Visit our website at careers.wellington.ca for position details including minimum qualifications, and to apply.

The County of Wellington is committed to providing inclusive access and accommodations for disabilities throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accommodation for a disability through the recruitment process, please let us know and we will work with you to meet your needs.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.