Housing Co-op Property Maintenance/Cleaner Staff

Job Description

POSITION: Maintenance/Cleaner Staff in Etobicoke
REPORTS TO: Board of Directors & Housing Administrator
WORKING RELATIONSHIPS WITH: Administrator, Board Members and Contractors
WORK WEEK: Monday to Friday, 40 Hours & After-hours for Emergency Calls
WAGES: $40,000 – 55,000 annual salary
DEADLINE TO APPLY: November 16, 2026

GENERAL DESCRIPTION: The Building Maintenance Contractor to oversee the day-to-day maintenance, upkeep, and general operations of our residential complex. This position requires practical maintenance skills, strong organizational abilities, attention to detail, and a commitment to providing professional and courteous service. Maintenance will work collaboratively with the Housing Administrator, Board of Directors, any other staff, members, and external service providers to ensure the property is maintained to a high standard.

Key Responsibilities:

Building Operations and Maintenance

- Perform routine building repairs and maintenance, including basic plumbing, carpentry, locks, painting, drywall, windows, bathroom fixtures, and minor concrete repairs.
- Assist with fire alarm, mechanical system maintenance within the scope of the Contractor's qualifications, monitoring the generator and applicable safety requirements.
- Take out and return garbage and recycling bins on collection days and maintain cleanliness in waste disposal areas.
- Conduct regular property inspections to identify maintenance needs, safety hazards, pest concerns, and cleaning deficiencies.
- Respond to maintenance work orders promptly and document completed work.
- Respond to occasional emergency calls as required under the agreed service arrangements.
- Work cooperatively with the Administrator, Board of Directors, staff, members, and contractors to resolve building maintenance and operational concerns.
- Assist in keeping stock up to date and inventory under control
- Daily walk-around of the interior and exterior, common and mechanical spaces of the property and report any issues and prioritize any health and safety repairs in common spaces.
- Minor Snow Removal & Ice Control – to ensure safe entrance areas until snow contractor can attend the property.
- Adhere to the Co-op's preventative maintenance schedule.
- Co-ordinating alongside with Property Administrator to have necessary work and cleaning performed in units as they become vacant in order to keep vacancy loss at a minimum.
- Respond to emergency and after-hours maintenance calls.

Work Orders, Contractors and Projects

- Prioritize work orders
- Assess maintenance requests and determine whether repairs can be completed internally or require an external contractor.
- Assist the Administrator with contractor coordination, renovation projects, building upgrades, and maintenance-related tenders.
- Maintain accurate records of work orders, repairs, inspections, contractor visits, invoices, and building infrastructure issues.
- Report significant maintenance problems, incidents, and potential safety concerns promptly.
- Work well with little supervision, take time with finishing details and demonstrating pride with your work.

Communication and Community Relations

- Adhere to written notice of entry rules, unless verbal permission has been received from the member.
- Maintain strict confidentiality regarding members, staff, and the Co-op's operations.
- Keep maintenance records organized and prepare periodic reports on work completed, outstanding repairs, and recurring issues.
- Promote a respectful, inclusive, cooperative, and community-oriented living environment.
- Attend Board of Directors meetings if requested.

Co-operation & Co-ordination with the Housing Administrator

- keeps property and maintenance records updated
- develops a routine and preventive maintenance plan
- administers a key control system
- administers parking control
- assist with the supervision of trades people and other contractors and consultants in accordance with co-op by-laws
- approves the purchase of maintenance equipment and supplies and keeps ongoing inventory of the supplies.
- communicates with housing administrator, receipt of supplies and work was completed for release of payment
- makes sure that each housing unit is inspected once a year and whenever a member moves out
- makes sure that the co-op has necessary life and safety systems, emergency response procedures and security measures in place
- makes sure that the co-op complies with the fire code, elevator code, Electrical Safety Authority rules and other legal requirements related to the co-op's property
- administers the member work request system
- makes sure that the co-op is free of hazards
- advises the board on property matters
- provides a maintenance activity report to the board, monthly.

Cleaning Responsibilities

Core Responsibilities & Duties

Working with the schedule as laid out by the Co-operative and co-ordinating any recommendations for improvement.

- **Floor Care:** Sweep, mop, wash, wax, polish, and vacuum hard floors, carpets, and area rugs.
- **Sanitization:** Clean and disinfect common space restrooms, sinks, toilets, high-touch surfaces, and common kitchens.
- **Dusting & Polishing:** Dust furniture, windowsills, light fixtures, and surface areas, and polish glass or mirrors.
- **Waste Management:** Empty trash bins, collect debris, replace liners, and sort recycling according to guidelines. Taking garbage/recycling bins to the prearrange pick-up location.
- **Supplies & Stocking:** Provide replenish supplies (toilet paper, hand soap, paper towels, cleaners, etc.) to the Administrator to order and restock inventory when received.
- **Reporting:** Identify and report maintenance issues, broken fixtures, or low inventory to property Administrator.
- **Unit Turnover:** Co-ordinating alongside with Property Administrator to have necessary work and cleaning performed in units as they become vacant to keep vacancy loss at a minimum.

Required Skills & Qualifications

- Thoroughness in performing sanitation and cleaning tasks without missing high-traffic or hidden areas.
- Ability to stand, bend, walk, push, pull, and lift heavy equipment or supplies over the course of a shift.
- Knowledge of safe handling procedures for cleaning agents and familiarity with Material Safety Data Sheets (SDS).
- WHIMIS certified & willing to take any other training when or as required.
- Capacity to work independently with minimal supervision, especially when assigned after-hours or in private residences.
- High school diploma or GED equivalent preferred, alongside prior experience in a janitorial, housekeeping, or commercial cleaning role.
- Practical knowledge of general repairs, plumbing repairs, faucet replacements/repairs, carpentry, painting, locks, drywall, minor electrical & appliance repairs and routine building upkeep.
- Ability to identify maintenance problems, assess priorities, and determine when specialized contractors are required.
- Strong organizational skills and the ability to maintain accurate work orders, maintenance records and storage spaces.
- Good communication and interpersonal skills when dealing with residents, management, contractors, and the Board of Directors.
- Ability to work independently, exercise sound judgment, and collaborate effectively with others.

- Strong commitment to safety, confidentiality, professionalism, and quality workmanship.
- Must have a “G” Driver’s License and vehicle.
- Must have an updated Vulnerable Sector Check through local police department completed within the past 6 months as this position deals with vulnerable individuals.

How to Apply: Interested candidates are invited to submit their résumé and a summary of their relevant Co-op administration experience via email to: **stacey.sanelli@northstarcoop.ca** Deadline to apply: **November 16, 2026**. Please include your contact information, relevant qualifications, and references. We thank all applicants for their interest. Only candidates selected for further consideration will be contacted.