

Technical Services Coordinator

Organizational Overview

PHC is the largest single provider of community housing in the City and County of Peterborough. We provide rent-geared-to-income and affordable housing for seniors, single adults, and families. This means that PHC provides homes to well over 4000 residents in our community. Our housing is a mix of high-rise apartments, townhomes, walk-up apartments, semi-detached homes, and quad-plexes. PHC employs approximately 42 committed and compassionate employees who provide support to the tenants.

Position Summary

The Technical Services Coordinator provides operational support to specific programs and projects within the assigned portfolio in accordance with established policies and procedures. This includes unit inspections, inventory control, bulk purchasing, property notifications, and overseeing day-to-day maintenance requirements under the Ontario Fire Code, Occupational Health and Safety Act, Worker's Safety, and Insurance Board.

Main Responsibilities

1. Responding to Building Requirements

- Working collaboratively to ensure the PHC portfolio is maintained and kept in good repair.
- Ensuring properties are available for occupancy and that they meet all standards of safety.
- Conducting maintenance inspections of units, identifying areas of work for contractors and maintenance staff, and conducting final inspections for scheduled occupancy.
- Verifying that work orders and invoices are appropriate.
- Monitoring work, ensuring proper completion of work, and suggesting practical solutions.
- Assisting in inventory control, purchasing supplies and materials where necessary,
- Consolidating and implementing best practices with respect to resources.
- Ensuring daily, monthly, annual preventative checks are executed, logged and preventative routine maintenance is completed.
- Issuing work orders and purchase orders as necessary

2. Administration

- Preparing reports for management on the status of specialized tasks and projects.
- Providing documentation on meetings with contractors and third-party vendors.
- Creating training materials and instructions for staff to use.
- Providing detailed progress reports.
- Preparing estimates for building repairs and/or charges to residents.
- Assessing building floor plans to determine sq. footage.
- Writing materials such as standard memos, letters, or detailed forms.
- Taking minutes of meetings or dictation.
- Promoting and supporting a culture of health, safety, and respect while ensuring compliance with all related policies and legislation to sustain a healthy work environment.
- This position is required to work on site in an office setting and out in the field.

Required Qualifications

- The preferred candidate will have a minimum 2-year Diploma in Building Inspection, Millwright Mechanical Technology, Building Construction Technology, or Construction Engineering.
 - Minimum 4 years' experience in a role that demonstrates the command of the skill factors required to perform the role.
 - Knowledge of the Housing Services Act and related regulations
 - Knowledge of the Building Code and Occupational Health & Safety Act of Ontario.
 - Thorough knowledge of residential building and construction requirements.
 - Experience interpreting, managing, and forecasting budgets.
 - Intermediate-level proficiency in word processing, spreadsheet, and database software applications
 - Proficient in the use of inputting/updating functions with various software management systems.
 - Experience writing progress reports.
 - Excellent organizational skills and ability to work independently under pressure with speed and accuracy, to meet deadlines and manage multiple tasks simultaneously and accurately.
 - Excellent communication and interpersonal skills to deal effectively with residents, housing providers, community partners and other staff members.
 - Valid driver's license and be insurable.
 - Police and Vulnerable Sector check required.
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Application Information

Classification:	Union - CUPE 504.2	Competition Number:	14-2024
Salary Range:	\$31.76 - \$36.03/hourly (2025 rates)		
Employment Status:	Permanent, Full-time - 35 hours per week		
Location:	PHC Administration Office, 526 McDonnell Street, Peterborough		

In addition to a competitive salary and a rewarding career where you can truly make a difference, PHC offers a comprehensive total rewards package designed to support employee health, well-being, and work-life balance, including:

- Generous annual paid vacation, increasing with years of service up to a maximum of seven (7) weeks per year;
- Participation in the OMERS defined benefit pension plan, ensuring financial security for your future;
- Extended health and dental coverage, life insurance, and both short-term and long-term disability benefits;
- Employee Assistance Program (EAP) to support your mental and emotional well-being;
- Maternity leave top up program (93% of base salary);
- Ongoing personal and professional development opportunities for our staff through training programs and wellness initiatives;

Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **14-2024** on the file as well as in the subject line to [Human Resources](#). This posting will remain open until the position is filled.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Peterborough Housing Corporation will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. If you require accommodation at any stage of the hiring process, please advise Human Resources.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.