

Maintenance Coordinator -4582

The County of Simcoe

Position Summary:

Responsible for the coordination of general building and property maintenance under the direction of the Supervisor, Maintenance & Facilities. Responsibilities include preventative maintenance and repair of facility infrastructure and building systems such as fire alarm, HVAC, emergency power, safety and security, resident equipment, landscaping, and snow removal. Responsible for assisting in the development, implementation and establishment of effective and efficient programs of preventative maintenance, repair, and oversight of contracted services. Demonstrates a commitment to resident safety by providing quality care in accordance with the organization's mission, vision and values.

Qualifications:

- Minimum of five (5) years previous experience in progressively responsible positions performing maintenance work in a variety of trades: plumbing, HVAC, electrical, painting, grounds maintenance, etc. and with preventative maintenance programs.
- Grade 12 diploma. This job may be considered for educational equivalency in accordance with County Policy.
- A general knowledge in building maintenance and construction, plumbing and heating, electrical, painting and small engine/equipment repair.
- Post-secondary training in a related trade (electrical, plumbing, carpentry) or certification (Building Environmental Systems Operator – BES) is considered an asset.
- Extensive and broad maintenance (preventative and corrective) experience
- Strong leadership skills.
- Working knowledge of Long term Care Act and Retirement Home Act is required.
- Good knowledge of job hazards and safe work practices.
- Ability to work without supervision and to make decisions.
- Knowledge of budgetary processes is an asset.
- Must be able to effectively communicate with residents, public and customers in a professional manner.
- Must possess good oral and written communication skills.
- As a condition of employment, candidates are required to submit documented results of TB testing, as per Public Health requirements, and a vulnerable sector check.
- Bilingualism in English and French is considered an asset.
- Valid G class drivers license and access to reliable vehicle.
- Criminal Records Check with Vulnerable Sector Screening that is less than six (6) months old at time of hire.

Salary:

\$31.78 - \$33.96 per hour

To Apply:

View the complete job description and submit your application online at www.simcoe.ca/jobs

Deadline: September 30, 2026

Careers is a job posting service for AdvantAge Ontario full members. To advertise a position, email careers@advantageontario.ca. All listings are subject to editorial review.

The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please. Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment. The Corporation of the County of Simcoe is an Equal Opportunity Employer, and will provide employment accommodation upon request.