



Every child and youth living at their full potential

About Grandview Kids

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Through a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

Building Services Specialist - Maintenance (Regular Full-Time)

- Full-Time – 37.5 hours per week (1FTE)
- Salary: \$70,492 – \$82,465 per year, depending upon experience (**Salary Under Review**)
- Commencing February 2025
- Onsite / In-Person

Under the general direction of the Building Services Manager and the CFO, the Building Services Specialist is responsible for carrying out and the oversight of regular maintenance duties, housekeeping and janitorial services in accordance with prescribed methods and work schedules as assigned. The Building Services Specialist maintains a safe work environment; assists with maintenance and daily cleaning of building and equipment in the Centre and satellite offices; and assists with maintenance of the exterior of the building and grounds and participates in education and quality improvement programs as required. The Building Services Specialist will work closely with the Building Services Manager in the overall maintenance and functionality of Grandview Children's Centre.

Responsibilities

The Building Services Specialist facilitates high standard of maintenance, cleanliness and attractiveness of the Grandview Children's Centre by:

- Ensuring that the caretaker and janitorial duties are carried out following procedures and schedules
- Ensuring that housekeeping and maintenance duties follow established Centre policies and procedures for all routine operations, as appropriate
- Ensuring that all housekeeping/janitorial services not performed by outside contractors are completed in accordance with established procedures/standards (i.e. - waxing of floors, window cleaning, pool maintenance, etc.)
- Monitoring housekeeping and caretaker duties to ensure standards of cleanliness are met and equipment operates efficiently
- Maintaining, monitoring, and updating of the facility management and building automation systems
- Ensuring that air quality and temperature are within established standards throughout the building
- Monitoring all building systems installed in the facility, including mechanical, electrical, fire protection, and plumbing/sanitation systems
- Facilitate all routine and special maintenance related to the therapy pool, and all its mechanical equipment
- Maintaining and monitoring all required documentation, including checklists and logbooks, to record maintenance activities and requirements
- Ensuring that premises are open and closed at all times, as directed by management
- Ensuring that building and premises are free from unforeseen and hazardous situations to staff, clients and visitors
- Respond to fire alarms and other building related emergency situations
- Participating in education and improvement activities related to safety
- Developing and regularly reviewing departmental policies and procedures
- The Building Services Specialist performs other related duties, as assigned

Qualifications

- Graduate of college level technical program or equivalent
- At least 3 years experience in building maintenance, building services, maintenance, utilizing an electronic based facility management system, and housekeeping

- Management training
- Possess a valid driver's license
- Strong proficiency in computer skills
- Exceptional time management and organizational skills
- Proactive in identifying problems and recognizing solutions

You have experience and knowledge in housekeeping, building maintenance, grounds maintenance, heating and cooling systems, and pool upkeep. You understand WHMIS, WSIB rules, the Health Protection Promotion Act, and PC-based facility management systems. You are good at relating to all levels of an organization, have clear communication skills, and manage your time well. You can handle a variety of small maintenance tasks, including plumbing, electrical, carpentry, and mechanical work. You are also skilled at using and maintaining housekeeping and grounds-keeping equipment, and can create policies, procedures, standards, and schedules.

How to apply

Please forward a resume and cover letter clearly stating Job 25.11 to careers@grandviewkids.ca by February 18th, 2025, at 5 p.m. EST. Please address your correspondence to:

Human Resources

Grandview Kids

600 Townline Road South

Oshawa, ON L1H 0C8

Our commitment to belonging

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected, and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations throughout this process, please contact Human Resources.

Land acknowledgement

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities.

Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

We thank all applicants. Only those selected for an interview will be contacted.