

# Brentwood Recovery Home

## JOB DESCRIPTION

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**JOB TITLE:** Maintenance Worker

**DATE PREPARED:** July 29<sup>th</sup>, 2025

**Temporary Full-time three (3) month contract position**

**DEPARTMENT:** Maintenance Dept

**POSTING NUMBER:** 14-2025

**REPORTS TO:** Maintenance Supervisor

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### GENERAL SUMMARY

We are seeking a General Maintenance Worker to join our team. Under general supervision, this position will perform a variety of general maintenance work and building repair.

### ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

*In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:*

- Demonstrating and exemplifying Brentwood's mission, vision, and values in day-to-day work.
- Working in a manner that complies with Brentwood's policies and procedures.
- Working in a manner that meets all Health and Safety requirements to ensure a healthy and safe workplace.
- Acknowledging, respecting, and affirming the diverse needs of our community, clients, and Brentwood's employees with the goal of reducing disparities in health outcomes.

### POSITION RESPONSIBILITIES AND DUTIES:

#### ***General Maintenance and Repair of Buildings, Facilities, Equipment, and Grounds***

Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks; repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; cleans debris from roof gutters as necessary; performs minor troubleshooting, repairs, and adjustments of locks on doors, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on various ventilation units; hooks up and services kitchen appliances; reports mechanical malfunctions to Maintenance Supervisor for action; moves and assists in moving furniture and equipment at various facilities/sites; identifies projects requiring the services of a higher skilled crafts person; completes service requests for specific site requirements; as part of site support team, assists with special projects periodically as directed; maintains clean, safe, and orderly work sites. Be on call for weekends on a rotation basis.

#### ***Carpentry***

- Performs basic rough and finished carpentry repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.

*Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

**Electrical**

- Performs basic electrical repair work for switches, outlets, plugs, cables, appliances, and lighting systems; reports unsafe electrical conditions.

**Plumbing**

- Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; maintains drinking fountains; repairs, replaces hot water heaters and other appliances.

**Painting**

- Applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain.

Performs other duties that are requested by Maintenance Supervisor.

**QUALIFICATIONS****Education:**

- OSSD or equivalent

**Experience:**

- At least 3 years' experience is preferred.
- Thorough understanding of the Brentwood Program (12-step informed, abstinence focused addiction treatment)

**Knowledge & Skills:**

- Works well independently and has strong time management skills.
- Follow written and verbal instructions from the Maintenance Supervisor.
- Collaborate with other maintenance workers as needed.
- Handles the physical demands of the job, including standing and walking for most of the shift, bending, climbing, and lifting at least 50 pounds
- High level of computer software knowledge
- Bilingualism in both official languages would be an asset.

**Interaction:**

Able to work with other professionals to problem solve and achieve common goals in a predicative manner using a cooperative approach.

**Compensation and Schedule:**

This is a temporary three (3) month contract position.

37.5 Hours per week

Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment.

**How to Apply**

In compliance with Covid-19 related policies and restrictions, resume and cover letter may be submitted by email only to: [jilavin@brentwoodrecovery.com](mailto:jilavin@brentwoodrecovery.com) on or before 3pm August 7<sup>th</sup>, 2025

**Please mark in the subject line "Posting # 14-2025"**

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