



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**REPAIRPERSON  
INTEGRATED SOCIAL SERVICES**

**ONE (1) TEMPORARY FULL-TIME POSITION (UNDER 85)**

POSTING NUMBER: 6-2025	STATUS: INTERNAL/EXTERNAL
POSTING DATE: JANUARY 17, 2025	CLOSING DATE: JANUARY 24, 2025
AFFILIATION: UNION	HOURS PER WEEK: 35
SALARY GROUP: 9	HOURLY RATE: \$29.60-\$36.25

**POSITION SUMMARY:**

Under the general direction of the Supervisor, Maintenance, the Repairperson is responsible for performing minor repairs and assists with maintaining the cleanliness of The District of Thunder Bay Social Services Administration Board buildings.

**MAJOR RESPONSIBILITIES:**

1. Repairs, removes, replaces and installs minor electrical hardware including ceiling fixtures, doorbells, fluorescent ballasts, entrance and security lights, range hoods, exhaust fans, heating/ventilation systems, filters, drain hoses, baseboard heaters, etc. (licensed electrician qualification may be required for some tasks).
2. Performs plumbing tasks including unclogging drains and toilets, repairing and replacing sinks, faucets, toilets, toilet tanks, laundry tubs, bathtubs, tub surrounds, washers, stem assemblies, faucet spouts, sub-pumps, sewer lines, etc. (licensed plumber qualification may be required for some tasks).
3. Repairs, removes, replaces and installs, floor tiles, cabinets, cupboards, counter tops, smoke detectors, interior walls, drywall, minor painting, deck flooring, stair treads, handrails, cement porches, fences, doors, windows, screens, locks, splintered casings and trims; fills potholes; shingles roofs, hanging doors, cabinet repairs, and other carpentry-related maintenance.
4. Removes or replaces major appliances.
5. Works closely with Supervisor, Property Management (SPM) during move-outs and regarding tenant issues concerning safety and effective management of building; advises SPM of work to be charged back to tenants.
6. Acts as advisor to the Custodians for minor repairs; purchases Custodians' supplies.
7. Performs unit inspections; checks for unit damage, smoke detectors, furnace filters; weekly tests of emergency back-up generators, fire extinguishers, fire hydrants, etc.

8. Provides back-up for Custodians; collects garbage, clears snow, resets fire alarms, assist locked-out tenants back into their units, salts and sands sidewalks and parking lots, etc.
  9. Changes door locks as assigned.
  10. Performs other related duties as assigned.
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## **QUALIFICATIONS:**

### **Education/Experience:**

- Secondary school diploma.
- College Diploma or Journeyman qualifications related to building maintenance, including but not limited to electrician, plumber, carpenter, locksmith.
- Three to five years' direct construction/maintenance experience.

### **Skills/Abilities:**

- Excellent communication skills.
- Excellent customer service and conflict resolution skills for constant interaction with a diverse or difficult clientele.

## **CONDITIONS OF EMPLOYMENT:**

- Must undergo a successful police records check, Type 2.
- Must have a valid driver's license.

## **HOW TO APPLY:**

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources  
The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, ON P7E 1B5  
Email: [careers@tbdssab.ca](mailto:careers@tbdssab.ca) | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](https://www.tbdssab.ca/about/careers/):  
<https://www.tbdssab.ca/about/careers/>

## **ADDITIONAL INFORMATION:**

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.
- Reasonable accommodations are available upon request for all parts of the recruitment process.



**Baakaakonaanan  
Ishkwaandemonan**  
Opening Doors for You