

Job Vacancy

Position: Handyperson / Caretaker
Job Posting: 090-109-2026
Department: PWES
Division: Building Services
Status: Full Time

Wage Range: \$33.94
Job Class: Handyperson / Caretaker
Shifts: 35 hours/week
Posted: October 9, 2026
Closes: October 19, 2026, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- Operate snow removal equipment and remove snow from various exterior entrances and pathways. Maintain exterior of building all year long (including but not limited), weed whacking and leaf blowing, cleaning sidewalks/pathways and entrances.
- Ensure maintenance equipment is in proper working order.
- Provide preventative maintenance/repairs on systems throughout the building, including (but not limited to), HVAC, plumbing, minor electrical, etc.
- Perform minor repairs throughout the building including (but not limited to), door lock/handle repairs, furniture repairs/moves, heaters, chairs, painting, etc.
- Track, update and monitor, daily/monthly/annually, items such as filter changes, pump checks, air handlers, compressors, gauges, etc.
- Communicate maintenance issues to Supervisor of Building Services.
- Maintain emergency lighting, extinguishers and alarm testing as per fire code.
- Daily/Weekly/Monthly checks of eyewash stations and AED.
- Clean and maintain designated areas; sweeping, mopping, vacuuming, dusting, etc.
- Set up meeting rooms; tables, chairs, equipment as instructed.
- Prepare and deliver refreshments to meeting rooms; includes communication with various levels of staff and the public
- Maintain meeting room schedules. Work with Reception staff to address problems/issues and conflicts in scheduling.
- Assist with coordinating work with Contractors.
- Maintain areas and ensure sufficient stock (but not limited to) paper products, coffee, janitorial supplies, cleaning chemicals, etc.
- Maintain a thorough working knowledge of the City's Health and Safety Procedures
- Provide back-up support to Supervisor of Building Services; including but not limited to; addressing day-to-day operations, dealing with public, staffing issues, calls, payroll and emails, as needed.
- Provide evening and weekend on-call service for the Civic Centre, as required.
- Perform other related duties as assigned.

Qualifications:

- Secondary School Diploma.
- Three years' experience in a building maintenance related field.
- Trade certification or apprenticeship in a mechanical field, is an asset.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Safe handling of chemicals.
- Ability to organize time effectively to perform the duties of the position.
- Ability to work effectively and efficiently independently and as a team member in a fast-paced environment.
- Proactive, with ability to maintain a safe, clean and organized workplace.
- Mechanically inclined, with the capability of troubleshooting items throughout the building and complete applicable repairs.
- Excellent communication skills when dealing with staff and the public.
- Excellent customer service skills; with ability to meet and interact with various levels of staff and the public in a pleasant and professional manner.
- Must be physically able to perform the work as per the Physical Demands Analysis of the jobs (repetitive bending and lifting is required).

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 090-109-2026 Handyperson / Caretaker

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*