

Building Service Coordinator (Temporary up to 18 months) – Posting Date: July 10, 2025

Organizational Overview

Peterborough Housing Corporation (PHC) is the largest single provider of community housing in the City and County of Peterborough. We provide rent-geared-to-income and affordable housing for seniors, single adults, and families, providing homes to over 4000 residents in our community. Our portfolio is a mix of high-rise apartments, townhomes, walk-up apartments, semi-detached homes, and quad-plexes. PHC employs approximately 42 committed and compassionate employees who provide support to the tenants.

Position Summary

The Building Services Coordinator provides administrative and clerical support to the Building Services Department by acquiring goods and services through approved purchase procedures including quotations, standing agreements, pre-approved contractor lists, maintenance service requisitions and purchase orders. Taking direction from the Facilities Services Manager, this position coordinates the daily scheduling of work orders for PHC maintenance staff, Technical Services Coordinator, contractors completing on-demand repairs and custodial staff.

Main Responsibilities

Process Work Orders for Planned Maintenance Program and On-Demand repairs – acting as the first point of contact for staff and tenants, the Building Services Coordinator processes work orders received electronically or via phone through the building services database, coordinates how the work order will be completed through internal staff or external vendors using a predetermined approved vendor list and tracking work order completion.

Data storage and retrieval – maintains current and accurate documents including inventory lists, preventative and on-demand maintenance records (ie: checklists, maintenance logs) and external vendor files (ie: WSIB and insurance).

Administrative Support – receives invoices from suppliers and contractors, confirms work has been completed and completes the payment processing steps in accordance with PHC Directives and Standard Operational Procedures. Provides administrative

support to the Facilities Services Manager including preparing memos, notices and recording department meeting minutes.

Required Qualifications

1. Minimum 1-year College Diploma in Office / Business Administration or a Trades related field.
2. Knowledge of Housing Services Act and related regulations.
3. Basic knowledge of Residential Tenancies Act, Occupational Health & Safety Act, and WSIB requirements.
4. Knowledge of the Building Code and Occupational Health & Safety Act of Ontario.
5. Understanding of preventative maintenance, municipal by-laws, and various trades/contract administrations.
6. Knowledge of residential building and construction requirements.
7. Knowledge of trades such as plumbing, electrical and carpentry to ensure appropriate repairs are undertaken.
8. Proficient in the use of networked PCs and Windows based software and applications including Microsoft Office Suite.
9. Proficient in the use of all inputting/updating data in data management software programs.
10. Accurate keyboarding skills with the ability to key large volumes of data into various computer systems quickly and accurately and the ability to learn new applications.
11. Minimum 1-2 years' experience in a role that demonstrates the command of the skill factors required to perform the role.
12. Previous related administrative experience.
13. Good analytical and mathematical skills.
14. Excellent communication and interpersonal skills to deal effectively with residents, housing providers, community partners and other staff members, experience working with a variety of people from diverse ethnic, age and income groups.
15. Demonstrated initiative in responding to challenging situations and must be able to organize, prioritize and manage a heavy and constant workload.
16. Satisfactory Police Check including Vulnerable Sector Screening.

Application Information

Classification:	Union	Competition Number:	17-2025
Salary:	\$27.20 per hour		

Employment Status:	Temporary Full-time - 35 hours per week Monday to Friday 8:30 am to 4:30pm
Location:	PHC Administration Office, 526 McDonnell Street, Peterborough

Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **17-2025** on the file as well as in the subject line, no later than **4:00 p.m.** on **Wednesday, July 23, 2025**, to [Human Resources](#).

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Peterborough Housing Corporation will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. If you require accommodation at any stage of the hiring process, please advise Human Resources.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.