



**Housing Division**  
Social Services Department  
82 Erie Street, Stratford, Ontario N5A 2M4  
Phone: 519-271-3773 Toll Free: 1-800-669-2948

## **The City of Stratford Social Services Department, Housing Division has an opening for a Building Monitor**

This position reports directly to the Supervisor Social Services, Housing Division and is responsible for providing general access to apartment buildings for contractors and emergency personnel, as well as reporting maintenance concerns to Housing staff. A demonstrated ability to communicate effectively, work independently, and build trust and relationships with tenants, contractors and housing staff is important. Successful candidates will be required to complete a Police Vulnerable Sector Check, sign confidentiality and code of conduct agreements, and take part in the Rent Smart Ontario course.

Building monitors are expected to reside on site, and will receive rent free accommodation (taxable benefit):

### **Available Locations:**

- 14 Mill Street, Milverton

### **Key duties:**

- Monitoring fire alarm systems and assisting in cases of fire alarms;
- Reporting maintenance problems to the Housing Division Staff;
- Assisting maintenance contractors with access to service rooms and apartments;
- Ensuring doors are properly secured within the building and fire extinguishers are in place;
- Circulating and posting tenant notices;
- Light maintenance and other duties, as assigned.

### **To apply:**

Please send cover letter and resume by **August 5** at 4:30 p.m. to:

Building Monitor Posting- 2022  
City of Stratford, Social Services Department Housing Division  
82 Erie Street, Stratford, Ontario N5A 2M4  
Email: [publichousingmaintenance@stratford.ca](mailto:publichousingmaintenance@stratford.ca)  
Fax: 519-273-7191

Please respond by one method of application only. No phone calls please. We thank all applicants for their interest but will only directly respond to those candidates under consideration.