



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 Openings for Two (2) Building Monitors

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:

- 185 Ellen St. Atwood, ON
- 270 Queen St. W, St. Marys, ON

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, clearly indicating preferred location(s) by **January 28, 2022** 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
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.