



Winter Maintenance and Facility Support

The Southdown Institute (Southdown) is a recognized industry leader in the provision of integrated mental health services. We are dedicated to clinical and organizational excellence in providing preventative and restorative care, using the best of psychological science and practice integrated with the wisdom of the Catholic spiritual tradition. Our highly experienced multidisciplinary team is dedicated to helping our clients find healing and well-being.

Southdown is located in Holland Landing (York Region), ON, and is accessible from the GTA or Simcoe County. Our award-winning, fully accessible facility is located in a setting of natural beauty on 37 private acres. Southdown provides a welcoming and supportive environment conducive to healing and well-being of body, mind, and spirit.

Position Summary:

We are seeking to fill a full-time, 6-month contract position of Winter Maintenance and Facility Support, approximately from October 15, 2026, to April 15, 2027.

The successful candidate will be responsible for snow and ice removal during the winter season and, once snow-clearing responsibilities are complete, will provide indoor facilities support and assist with maintenance-related work.

Compensation:

Salary: \$22.00 per hour, plus 4% in lieu of benefits

(This is a 6-month contract position and does not include participation in Southdown's employee benefits plans.)

Schedule:

Monday to Friday, 6:00 am to 2:00 pm

Responsibilities:

1. Perform snow and ice removal in winter, including clearing parking lots, walkways, entrances, stairs, and other designated areas. Monitor weather and outdoor conditions and respond to changing snow and ice conditions as required.
2. Complete housekeeping and kitchen duties and responsibilities, as necessary; duties may include, and are not limited to, the following: washing floors, cleaning rooms, washing dishes, setting tables, etc.
3. Monitor and record required readings and levels regarding water and well systems and waste disposal.
4. Assist with furniture moves, office setups, workstation adjustments, etc.
5. Support the Maintenance Supervisor with repairs and projects, including general repair work such as light carpentry, minor plumbing, basic electrical maintenance, and facility upkeep.
6. Perform various deliveries and pick-ups on a scheduled basis.
7. Receive and respond to various requests from assesseses, residents, and guests concerning maintenance issues.
8. Safeguard the privacy and confidentiality of all staff and clients.

9. Promote a culture of health and safety throughout the organization.

10. Respond to any other duties that may be requested.

Qualifications:

- Broad knowledge of institutional maintenance and facilities management.
- Demonstrated experience in the maintenance and repair of various heating, air conditioning, plumbing, and electrical systems.
- Previous experience with snow removal, winter grounds maintenance, or operating snow-clearing equipment is an asset.
- Ability to safely operate a variety of tools and equipment, including snow-clearing equipment.
- Valid driver's licence and ability to be bondable.
- Ability to follow written and oral instructions.
- Ability to work independently.
- Ability to deal courteously and appropriately with residents, staff, guests, and external contacts.
- Ability to work effectively within a team environment.

Physical Requirements:

- Considerable walking, stretching, bending and lifting (50 lbs).
- Ability to withstand environmental extremes, both indoors and outdoors, including cold and inclement winter weather.
- Ability to work in confined spaces (low ceilings, attics, crawl spaces, etc.)
- Ability to work with various chemicals, gases, and compounds, as required.

Application Process:

To apply for this position, please email or mail your resume and any supporting materials to:

Email: hrahimi@southdown.on.ca

Mail: Housai Rahimi
Human Resources
The Southdown Institute
18798 Old Yonge Street
Holland Landing, ON L9N 0L1

We thank all applicants for their interest; however, only those applicants selected for interviews will be contacted.

We are committed to equity, value diversity, and welcome applicants from diverse backgrounds and faiths.