



Centretown Citizens Ottawa Corporation (CCOC) is looking for an energetic team player who will provide general maintenance support to the Facilities Management department.

The summer student will be assisting the maintenance and cleaning crews and the office staff with their duties. There will be a strong focus on cleaning vacant units and preparing them to be rented. Our ideal candidate has some property management experience and a G class license.

**Does this sound like you?** Apply to be our summer student today! CCOC is a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability in all that we do.

**Application deadline:** 3:00pm Monday, April 12, 2020

**Reports to:** Operations Manager

**Compensation:** \$15.48/hour, based on a 37.5-hour work week

It is CCOC's goal to be an inclusive organization and we are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We, therefore, actively seek to recruit candidates who are Indigenous, Black, Persons of Colour (IBPoC), persons from the LGBTQ2+ community, persons with disabilities and women. For this role, priority will be given to students who are Aboriginal or visible minorities.

Preference will be given to candidates with skills in additional languages, and candidates with personal or professional experience with marginalized communities.

Forward resume and cover letter by email to [hire@ccochoosing.org](mailto:hire@ccochoosing.org). Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description. We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

*This position will run from May through August.*

# General Maintenance Worker (Summer Student)

## Responsibilities:

(This is not an exhaustive list)

Tasks performed by these workers will include:

- cleaning of the apartments and fixtures;
- minor repairs and alterations as directed by the maintenance staff or supervisor;
- delivery of materials, notices, equipment to various sites;
- grounds keeping and cleaning duties at CCOC properties;
- providing assistance to other staff to enable completion of work in a timely and secure manner; and
- such other duties appropriate to the worker's level of skill and responsibility as may be assigned by the supervisor.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-operative and Cahdco (Centretown Affordable Housing Development Corporation).

## Skills and qualifications

### Education and Experience:

- Secondary School Diploma or Equivalent
- Some experience with property maintenance, or equivalent demonstrated work experience is expected (summer student work acceptable).
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.

### Additional Competencies and Skills:

- G-licensed driver with access to own vehicle (mileage will be reimbursed as per CCOC guidelines)
- Must have own steel-toed work boots
- Reasonable fluency in written and verbal English. Other language skills are an asset, and preference will be given to reasonable fluency in verbal French.