



Centretown Citizens Ottawa Corporation (CCOC) is hiring a General Maintenance Worker to keep our buildings in the best possible shape for our tenants and is a critical component in our consistently high tenant satisfaction scores.

About you: A skilled maintenance worker, resourceful and caring, able to balance customer care, diligence, and technical skills. The ideal person will be an ambassador for CCOC and the department and enjoy turning someone's bad day into a positive experience.

About the job: As part of the Facilities Management team, the General Maintenance Worker performs routine and emergency general maintenance and repairs.

Are you the right fit for our team? Our ideal candidate has 3 years related experience as a general labourer. All candidates must have a G class license and access to a reliable vehicle.

Does this sound like you? Apply to be our next General Maintenance Worker 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.

Compensation: Starting wage between \$40,401 and \$45,181. Maximum compensation for this position is \$49,961 per year.

Application deadline: 1:00pm Thursday, November 18, 2021.

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 LGBTQIA2+ community, persons with disabilities and women. 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. Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description. While we appreciate all applications, only those selected for an interview will be contacted. **If you require accommodation during the interview process, please advise us when initially contacted.**

All candidates must meet CCOC's vehicle insurance requirements.

General Maintenance Worker

Reports To: Operations Manager
Department: Facilities Management

Summary

Workers in this positions will provide general labour support to the Facilities Management Department by assisting the maintenance, cleaning crews and the office staff with their duties.

Responsibilities (this is not an exhaustive list)

Tasks performed by these workers will include:

- Delivery of materials, notices, equipment to various sites
- Minor repairs and alterations as directed by the facilities staff or manager
- Grounds keeping and cleaning duties at CCOC properties
- Maintaining and reporting inventory of CCOC equipment and materials
- Cleaning of the apartments and fixtures on turnover
- Assisting in a variety of repair activities - wallboard installation, drywall and plaster patching, painting, plumbing/electrical repairs, floor tiling, carpentry, etc.
- Providing assistance to other staff to enable completion of work in a timely and secure manner
- Such other duties appropriate to the worker's level of skill and responsibility as may be assigned by the manager
- Working with technology to track tasks and hours
- Scheduling work to address priorities
- Performs other duties requested by the Director of Facilities or the Executive Director

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

Education and Experience

- Secondary school diploma or equivalent
- Six month of related work experience
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Basic written and verbal communication in the English language
- Familiarity with basic email communication
- Valid Ontario Class G Driver's License with reliable vehicle.

Supervision and Decision-Making

- Tasks are simple and somewhat repetitive
- Provides occasional guidance to other employees and has peer coordinating responsibilities
- Works under general supervision and uses well-defined methods to complete tasks
- Some impact if errors are made
- Occasional use of confidential information

Working Environment

- Interaction with internal colleagues involves exchange of simple information
- Interaction with external contacts requires common courtesy
- Long periods of physical effort required (for example, constant travel within the city on a daily basis, usual handling of medium-weight objects 10 to 25lbs)
- Considerable degree of physical skill, coordination, speed and accuracy required
- Work may be a little uncomfortable and may lead to minor injury or illness
- The incumbent may be exposed to moderate stress