



## Inspections Maintenance Technician

Department: **Facilities Management**  
Location: **415 Gilmour St., Suite 200, Ottawa ON K2P 2M8**  
Start Date: **As soon as possible**  
Salary: **\$55,784 minimum (based on experience and qualifications)**  
Reports To: **Buildings Standards Manager**  
Direct Report(s): **N/A**

### About Centretown Citizens Ottawa Corporation (CCOC)

CCOC is a community-based, tenant and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability.

For more information, visit: [www.ccochousing.org](http://www.ccochousing.org)

---

### Summary

The Inspections Maintenance Technician undertakes regular, recurring inspections of all CCOC properties, including unit inspections, and building/property assessments.

The Technician follows up on identified occupant generated unit issues. The Technician facilitates the activities of other Facilities Management Department employees by providing information and recommendations to the team.

The Technician carries out inspections of various types to support the building standards department in ensuring a safe and quality environment in all CCOC buildings.

### Key Responsibilities

Responsibilities include, but are not limited to the following:

1. Provides support to the Building Standards Manager and collaborates with the Capital Projects Manager and Operations Managers by:
  - Performing detailed regular unit inspections outlining the conditions within the units, and recommending actions including every unit in the portfolio **not less than once per**

**year and more frequently as operational needs require;**

- Performing detailed regular building common area, structure, systems and envelope inspections;
  - Performs detailed regular property examinations including (but not limited to) common areas, structural components, habitability systems, building envelope, and general building standards. Generates KPI's (key performance indicator reports) based on field inspections, and ensures a high standard of presentation in all buildings;
  - Performs and documents inspections using specialized software and diagnostic equipment;
  - Documenting inspections using specialized software, diagnostic equipment and redacted photos;
  - Performing detailed ad hoc investigations of reported building related issues (mould, damages, environmental concerns, electrical malfunctions, etc.);
  - Enforcing minimally acceptable living standards in collaboration with the Building Standards Manager with respect to housekeeping/sanitation, property standards, etc. through written and face-to-face communications with tenants, conducting follow up examinations, liaising with third party support/ social services, initiating Landlord Tenant Board actions, and other legal measures as needed:
    - Carry out sanitation inspections, to include pest control and providing back up to pest control as required;
    - Alert and collaborate with the Capital Projects Manager, Operations Manager and other stakeholders, as required, where health & safety, structural integrity, habitability, or other serious maintenance issues are uncovered, and provide clear and detailed information to ensure prompt action is taken by the appropriate department or group;
    - Communicate with tenants with respect to good living space maintenance practices, charges they may face as a result of conditions identified in inspections, pest deterrence and response measures, and a variety of other housing related subjects;
    - Consistently issue work orders and purchase orders as follow up to inspections;
    - Communicate with contractors to direct methodology of work to be carried out, and provide general assistance to projects as needed.
2. Provides support to the Operations Managers by ensuring detailed, consistent and regular record keeping and reporting.
3. Provides inspection services and support as needed to other departments and outside agencies. Deputizes for the Fire Safety Inspection Technician carrying out regular mandated safety inspections as back-up, completes all required documentation and

record updating whilst maintaining a fixed schedule and strict adherence to deadlines for both fieldwork and deliverables

4. Coordinates efforts with outside support providers.
5. Performs other duties as requested by the Director of Facilities Management 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).

The individual will be expected to conduct themselves in accordance with CCOC's Mission and Values, as well as the core competencies of Teamwork, DEI, Adaptability, Results-Oriented, and Service Excellence, which form an integral part of CCOC's Performance Management Program.

## Education and Experience

- 2 years post-secondary education
- 3 years of related work experience in building maintenance, building systems, and/or property management (essential).
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Home inspection license, trade or engineering certification are considered assets
- Pest control licence or willingness to obtain
- Experience in a property or facility management environment
- Working knowledge of building systems, and requirements for inspection and documentation under fire and building codes
- Experience with high, mid, and low rise multi-residential properties
- Experience carrying out fire inspections, resetting fire panels, fire equipment testing, and liaising with contractors and official bodies such as the Fire Department or other "Authorities having jurisdiction", would be a strong asset
- Knowledge of inspection and documentation procedures for fire protection equipment and precautions
- Building inspection experience is considered a strong asset
- A good eye for detail, cleanliness, repair, and a dedication to maintaining the highest standards for the benefit of the tenants
- Highrise and MURB experience is considered a strong asset
- Basic ability to use Microsoft Office Suite
- Valid Ontario Class G Driver's License with reliable vehicle.
- Intermediate verbal and written communication in English
- Ability to communicate in French is considered a strong asset

## Supervision and Decision-Making

- Decision-making forms a large part of tasks. Some judgement required, and interpretation of somewhat difficult problems is needed; however, it is guided by numerous methods and procedures
- Responsible for providing direct day-to-day coordination for standardized tasks, also checks and maintains work flow. Recommends new or changed policies and procedures for approval by others
- Works independently and must be able to think critically. Methods and procedures are not well established
- Considerable impact to the organization if errors are made
- Frequent use of confidential information and access to occupied apartments

## Working Environment

- Interaction with external contacts involves dealing with reasonably demanding interpersonal situations
- Normal office environment; periods of light physical activity (for example; intermittent sitting, standing or reading. Occasional offsite visits to apartments or construction site (ex. Crawling into small spaces, attics and other challenging environments.)
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury or illness
- The incumbent may be exposed to a considerable amount of stress

## Benefits

- OMERS defined benefit pension plan.
- Employee and Family Assistance Plan (EFAP).
- Generous time-off from day one.
- Group Insurance and Supplementary Medical Plan (dental/eyewear) after three (3) months of employment.
- Hybrid and flexible work arrangement available

## Applying to the Role

To be considered for this role, please email your resume and cover letter to [hire@ccochoosing.org](mailto:hire@ccochoosing.org)

All applications must include the following information in the subject line: **Inspections Maintenance Technician**

**Application Deadline is Monday, June 17, 2024.**

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

For candidates with disabilities requiring an accommodation, you may contact [hire@ccochoosing.org](mailto:hire@ccochoosing.org)