



Senior Maintenance Worker

Department:	Facilities Management
Location:	415 Gilmour St., Suite 200, Ottawa ON K2P 2M8
Start Date:	As soon as possible
Salary:	\$55,784.00 minimum (based on experience and qualifications)
Report To:	Operations Manager
Direct Reports:	Maintenance Workers

Summary

The Senior Maintenance Worker undertakes repairs to CCOC properties, performs regular maintenance and repairs of equipment and systems.

Key Responsibilities

Responsibilities include, but are not limited to the following:

1. Performs general maintenance and repairs:
 - Repairs to plumbing fixtures and systems - blocked toilets and drains, broken or damaged components, etc. including installation of new equipment as required
 - Minor electrical repairs or modifications to standard household wiring and fixtures in accordance with safe practices and the electrical code
 - Servicing mechanical & heating equipment & systems - thermostats, valves, pumps, etc. to ensure optimal operation
 - Monitoring and adjusting, when appropriate, the building systems (HVAC, elevators, life safety, etc.) and reporting any problems to the office or contractors
 - Repairs to, or installation of, interior wall and floor finishes and cabinetry;
 - Minor carpentry and masonry repairs on building exteriors
 - Repairs to, and replacing, locking systems and devices
 - Cleaning as required to refurbish apartments or common areas.
 - Working with hand held technology to track daily tasks and hours

2. Provides emergency services:

- Responding on 24 hour/day basis (on duty roster) to calls from other maintenance staff, tenants, system monitoring agencies, or civic authorities, to attend to
- Emergency repairs or services (as defined by the Facilities Management Committee) or similar rapid-response requests from office staff
- Performing back-up duties for other maintenance staff on call, as required

3. Provides information and resource services:

- Initiating work orders on a handheld device and providing a written description of work completed
- Observing and reporting on the state of repair of various elements of CCOC properties
- Estimating material and labour requirements for proposed work
- Maintaining the lock and key storage system
- Complying with all Occupational Health and Safety practices and regulations
- Keeping informed of other relevant regulations as outlined in the building, property standards, and fire safety codes
- Assisting in maintaining an inventory of equipment and stored materials

4. Performs other duties as requested by the Operations Managers, 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).

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

- Secondary school diploma or equivalent
- 5 years of related work experience
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Familiarity with basic email communication
- Intermediate verbal and basic written communication in English
- Knowledge of an additional language is considered an asset
- Valid Ontario Class Driver's License and reliable vehicle
- Trade certification in relevant field is considered an asset

Supervision and Decision-Making

- Considerable decision-making applies to the performance of the tasks. Processes are supported by numerous, well-defined methods and established procedures
- Provides occasional functional guidance to other employees and has peer coordinating responsibilities
- Works under general direction, must be able to think independently to come to solutions. Methods and procedures are not well established
- Safety can be affected if error are made. Minor injuries can occur
- Regular use of confidential information or access to occupied apartments

Working Environment

- Provides occasional functional guidance to other employees and has peer coordinating
- Interaction with internal colleagues involves discussing or providing recommendations
- Interaction with external contacts involves dealing with reasonably demanding interpersonal situations
- Considerable degree of physical skill, coordination, speed and accuracy required
- Work may be uncomfortable much of the time (ex. Crawling into small spaces)
- The incumbent may be exposed to a considerable amount of stress

Applying to the Role

To be considered for this role, please email your resume and cover letter to hring@cchohousing.org

All applications must include the following information in the subject line: **Senior Maintenance Worker**.

Application Deadline is October 11, 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).

CCOC Maintains a COVID vaccination policy for employees. Exemptions are available based on either a protected ground under the Human Rights Code, or a documented medical reason.

For candidates with disabilities requiring an accommodation, you may contact hring@cchohousing.org