



General Maintenance Worker

Department: Facilities Management
Location: 415 Gilmour St., Suite 200, Ottawa ON K2P 2M8
Start Date: As soon as possible
Salary: \$43,063.00 minimum (based on experience and qualifications)
Reports to: Operations Manager
Direct Reports: 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

Position Summary

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

Key Responsibilities

Responsibilities include, but are not limited to the following:

- 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 Operations Manager, 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-Orientation, and Service Excellence, which form an integral part of CCOC's Performance Management Program.

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

Applying to the Role

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

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

Application Deadline is Thursday, November 21, 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 [hiring@ccochoosing.org](mailto: hiring@ccochoosing.org)