



## Building Maintenance Worker

Department: **Facilities Management**  
Location: **415 Gilmour St., Suite 200, Ottawa ON K2P 2M8**  
Term: **Summer (May – August, 2026)**  
Status: **Full-time Casual; 37.5-hour work week (7:30am–3:30pm or 8:00am–4:00pm)**  
Pay: **\$20.00/hr**  
Reports To: **Facilities Director**  
Closing Date: **ASAP**

### 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.ccohousing.org](http://www.ccohousing.org)

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### Position Summary

The role involves performing a variety of maintenance and support duties to ensure the cleanliness, safety, and functionality of CCOC properties. Key responsibilities include cleaning apartments and fixtures, conducting minor repairs and alterations under supervision, and delivering materials, notices, and equipment to various sites. The position also entails groundskeeping duties and assisting staff to complete tasks efficiently and securely. Additional duties may be assigned based on the individual's skill level and as directed by the supervisor.

## Key Responsibilities

Responsibilities include, but are not limited to the following:

- Cleaning of the apartments and fixtures;
- Minor repairs and alteration as directed by the maintenance staff of supervisor;
- Delivery of material, 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 workers' level of skill and responsibility as may be assigned by the supervisor.

Performs other duties as requested by the Department Director, Manager or the Executive Director

This position supports the work of Centretown Citizens Ottawa Corporation, 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 DEI, Service Excellence, Teamwork, Results-Oriented and Adaptability, which form an integral part of CCOC's Performance Management Program.

## Education, Experience and Requirements

- Completed Secondary or post-secondary education
- Proficient in Microsoft Office Suite (Excel, Word, Outlook) at an intermediate level
- Intermediate ability to use Microsoft Office Suite
- Fluent in English written and verbal; additional languages considered an asset
- Experience in problem-solving and providing excellent customer service
- Familiarity with property management practices and pest control procedures
- Safety work boots are required
- A valid Ontario Class G Driver's License is required
- Access to a working vehicle is preferred

## 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
- 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 [hr@ccochoosing.org](mailto:hr@ccochoosing.org)

All applications must include the following information in the subject line: **CCOC – Building Maintenance Worker**

**Application Deadline is May 1, 2026.**

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)