



Job Description

Position Title: Summer Student – Building Maintenance Assistant

Reports to: Maintenance Coordinator

Closing Date: June 17, 2020

Job Posting #: 2020-011

Job Summary:

The Building Maintenance Assistant works in consultation/collaboration with the Building Maintenance Coordinator, and helps with maintenance and repairs to buildings, grounds and equipment in areas such as carpentry, electrical, plumbing, painting and grounds keeping. Work may take place at various locations.

Qualifications:

Education and Knowledge, Training and Experience

- Must be between 15- 30 years of age (Federal Program Requirement) and have a valid Social Insurance Number.
- Must be a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred (Federal Program Requirement).
- Must provide satisfactory criminal records check and driver's abstract..

Skills and Abilities

Key Responsibilities and Duties:

- Carries out preventative maintenance procedures for buildings, equipment and grounds.
- Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs, including repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as flooring.
- Collects and removes garbage and recyclable materials and ensures safe disposal of hazardous waste.
- Cleans external areas such as entryways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
- Completes and maintains related records, such as maintenance logs and security incident reports.
- Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts.

Operates a Society owned motor vehicle to pick up and move goods and supplies. Arranges furniture and supplies for special events.

- Cleans and maintains the Society's motor vehicle.
- Performs other related duties as required.

Additional Job Information:

- 30 hours/week; 8 weeks in length
- This position requires the ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations.
- Program delivery activities will require a moderate to high level of physical fitness to effectively carry out duties of the position.
- This position may require working outside of regular office hours, such as evenings and weekends, depending on the needs of the program.
- All employees pass criminal records check and sign a confidentiality agreement to the organization.
- This position requires a valid Class 5 driver's license and an appropriately insured vehicle in good running order present at work.
- Applicants are advised that an Accredited Facility Dog (AFD) works at our Community Programs building and although she spends most of the time with a Primary Handler, the AFD may also be in common areas and attend meetings during regular work hours