



Centretown Citizens Ottawa Corporation is looking for a motivated and detail-oriented General Maintenance Worker to keep our buildings in the best possible shape for our tenants on a 1-year term.

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.

General Maintenance Workers provide general labour support to the Facilities Management department by assisting the maintenance and cleaning crews and the office staff with their duties.

**Are you the right fit for our team?** Our ideal candidate has some experience as a general labourer, a G class license, and access to a reliable vehicle. Preference will be given to candidates with personal or professional experience with marginalized communities.

**Does this sound like you?** Apply to be our next General Maintenance Worker today! CCOC is a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability in all that we do.

**Compensation:** Starting wage between \$34,653 and \$38,504. Maximum compensation for this position is \$42,354 per year.

**Application deadline:** 3:00 pm Wednesday, December 2, 2020

Forward résumé and cover letter by email to [hire@ccochoosing.org](mailto:hire@ccochoosing.org) quoting the job title in the subject line. Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in the job description.

All candidates must meet CCOC's vehicle insurance requirements.

*This is a 1-year term position.*

# General Maintenance Worker

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**Reports To:** Operations Manager  
**Department:** Facilities Management

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## Summary

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

## Responsibilities (this is not an exhaustive list)

Tasks performed by these workers will include:

- 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 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).

## 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