



Building community  
Développer la communauté

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NAME OF ORGANISATION:	Options Bytown Non-Profit Housing Organization
ADDRESS:	380 Cumberland St, Ottawa, ON K1N 9P3
JOB TITLE:	Junior Maintenance Worker
START DATE:	
HOURS OF WORK:	7am to 1pm Monday through Friday
SALARY:	\$15.70 /hr as per collective agreement
LANGUAGE REQUIREMENTS:	English essential, other languages beneficial
REFERRAL INSTRUCTIONS	E-mail resume to <a href="mailto:emccarney@optionsbytown.com">emccarney@optionsbytown.com</a>

## Organization Background

Options Bytown is a non-profit organization that ends homelessness by providing permanent housing with no readiness conditions alongside personal support to ensure housing stability and enhanced quality of life. Our tenants and clients receive ongoing support from the Options Bytown team to help them maintain their tenancy, work towards personal life goals, and connect them with their surrounding community.

## Nature and Scope

The Junior Maintenance Worker will be part of a 4-person team that maintains interior and exterior spaces of Options Bytown properties. The Junior Maintenance Worker reports to the Operations Manager.

## DUTIES

- Clean main floor lobby, kitchen, lounge, washrooms, laundry room and office areas including all ledges
- Wash windows at all entrances
- Clean stairwells and elevators (walls, handrails, doors and floors)
- Clean hallways (walls, doors and floors), including removing garbage left by tenants
- Check walls for scuff marks, dirt, hand prints and remove

- Do high dusting
- Check for burnt-out lights in hallways and offices and replace if necessary
- Collects recycling and garbage in building
- Takes 4 cubic yard bins to street for removal by City and returns bins to the garage
- Carries out maintenance duties as assigned by the Operations Manager, and ensuring that they are completed in a timely and professional manner
- Prepares vacant units for rental under the supervision of the Operations Manager
- Snow removal in winter and landscaping in summer
- Willing and able to perform any tasks required to maintain in good order all Options Bytown properties
- Provides information and resource services by assisting the Operations Manager in evaluating and prioritizing major repair projects
- Brings forward issues that may impact on delivery of Options Bytown's services.

## **QUALIFICATIONS**

- Community College Diploma or equivalent in property management, janitorial service, construction trades or other relevant area
- Minimum of 2 years progressively responsible relevant experience
- Continuous updating of job knowledge especially with respect to changes in property standards and landlord-tenant legislation,
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Adhere to routines, manage time and work to deadlines
- Experience performing cleaning duties including the operation of a floor stripper
- Ability to lift 20 kg safely, as well as stand for extended periods of time
- Work with external contractors, tenants and staff
- Communicate effectively and concisely, both orally and in writing to staff, contractors and tenants
- Lead by example, demonstrating integrity, creativity and enthusiasm in achieving results.
- A satisfactory and current Vulnerable Sector Screening

## **Suitability**

- Displays values and attitudes that align with those of Options Bytown in supporting individuals who may be living with active addictions and/or mental health problems and illness
- Respects confidentiality
- Strong work ethic
- Willingness to attend training including but not limited to Non-Violent Crisis Intervention and Mental Health First Aid.

### **Factors in the Work Environment**

**Physical Environment:** Individual units and building infrastructure environments; occasional exposure to weather conditions; ability to undertake heavy manual labour; and being exposed to unsanitary conditions, noise, dust and fumes.

**Social Environment:** Occasional exposure to adverse conditions such as dealing with tenants who have special needs and are in distress.

Options Bytown is committed to diversity in the workplace and workplace wellbeing. As such, applications from individuals from diverse backgrounds; First Nations, Inuit, and Métis; and those with lived experience of homelessness, mental health problems or illnesses are welcomed and encouraged.

Options Bytown welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Accessible formats and communication supports are available for applicants on request by contacting our Human Resource Officer at [emccarney@optionsbytown.com](mailto:emccarney@optionsbytown.com)