

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Maintenance Worker	Competition #:	49/19
Ministry Unit:	Ottawa Booth Centre	Position Type:	1 Full time position
Salary Range:	\$14.62 - \$15.11	Date posted:	December 4, 2019
City:	Ottawa	Posting Expires:	December 11, 2019
Applications Accepted By:			
Fax or E-mail: (613)241-2818 or jobs@saobc.org Attention: Employee Relations Department Please no phone calls.		Mail: Employee Relations Department 171 George St, Ottawa, ON K1N 5W5	
Organization Description			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
POSITION PURPOSE SUMMARY:			
To provide maintenance services at the request of the management team of the Ottawa Booth Centre so as to maintain all premises for which the Ottawa Booth Centre is responsible, in as safe and secure condition as possible.			
RESPONSIBILITIES:			
Property Maintenance			
<ul style="list-style-type: none"> • ensuring that the interior and exterior of the buildings and the equipment are kept in good repair • following preventative maintenance schedules • responding to Maintenance Requests from management • carrying out or arranging for necessary repair work • ensuring that the grounds of properties for which the Ottawa Booth Centre is responsible are kept clean, tidy, and safe and secure with easy access to entrances in all seasons 			

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Vehicle Maintenance

- ensure that the vehicles for which the Ottawa Booth Centre is responsible are maintained in a safe and secure manner according to the manufacturer's recommendations and any warranty conditions
- performs daily vehicle checks and completes forms

Safety and Security

- ensure that any systems put in place for safety and security of the clients and staffs are maintained properly
- this includes all fire detection systems, fire extinguishers appropriate to the location, smoke detectors, security systems and anything of similar function

Health and Safety

- adheres to all health and safety policies and procedures in place; complies with all instructions from the employer concerning health and safety as per the Occupational Health and Safety Act and WSIB
- ensures all procedures, rules and guidelines for the safety and security of clients and staff are enforced and respected

Physical Effort:

- climbing up and down ladders, working at ladder height
- significant amount of walking
- pushing and pulling skids weighing up to and over 100 pounds with the assistance of a jigger
- lifting up to 30 pounds without assistance and over 30 pounds with assistance
- bending, twisting, crouching, reaching above and below shoulder height, kneeling
- able to spend long periods of time on feet

Working Conditions:

- may deal with angry and abusive clients
- may encounter verbal abuse
- working outside through all seasons

QUALIFICATIONS:

Education, Qualifications and Certifications:

- High School Diploma or equivalent

Experience and Skilled Knowledge Requirements:

- 1 to 3 years recent general maintenance experience preferably with an organization that works with the marginalized population
- working knowledge of basic carpentry, plumbing and painting
- knowledge of health & safety regulations, fire codes and emergency procedures

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Skills and Capabilities:

- good communication and organizational skills
- current WHMIS training
- nonskid CSA approved Safety shoes are required
- bilingual (English and French) is an asset
- must supply a current Clear Police Check

HOURS: Monday to Friday 8:00am – 4:30pm

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.