



OPTIONS BYTOWN

380 Cumberland Street • Ottawa, ON • K1N 9P3

Senior Maintenance Worker- Job Description

NAME OF ORGANISATION:	Options Bytown Non-Profit Housing Organization
ADDRESS:	380 Cumberland St, Ottawa 379&375 Gilmour Street, Ottawa 369 Stewart Street, Ottawa
JOB TITLE:	Senior Maintenance Worker
HOURS OF WORK:	20 hours a week
LANGUAGE REQUIREMENTS:	English essential, other languages beneficial

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 Senior Maintenance Worker ensures that the interior and exterior of Options Bytown's properties are clean and well maintained. Completes maintenance requests from tenants and makes repairs to vacant units for rental. Performs other maintenance related tasks at the request of the Manager of Operations or the Executive Director.

Main Responsibilities

- Carries out maintenance duties as assigned by the Manager of Operations, and ensures that they are completed in a timely and professional manner
- Ensures that the standards for maintenance response and repairs are met
- Prepares vacant units for rental under the supervision of the Manager of Operations
- Willing and able to perform any tasks required to maintain in good order and cleanliness all Options Bytown properties
- Provides information and resource services by assisting the Manager of Operations in

- evaluating and prioritizing major repair projects
- Brings forward issues that may impact on delivery of Options Bytown's services

Education, Experience and Skills

- Community College Diploma or equivalent experience in property management, construction trades or other relevant area
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Minimum of 3 years progressively responsible relevant experience
- Continuous updating of job knowledge especially with respect to changes in building codes, mechanical systems, and property standards
- Perform quality drywall repairs, replacing/repairing toilets and other small plumbing products, caulking, some knowledge of electrical and general maintenance and painting
- Must possess the physical and technical capabilities to perform the duties of the position
- Use of various software including, Android IOS, Microsoft Office, e-mail, Outlook calendaring
- Work with external contractors, tenants and staff
- Communicate effectively and concisely, both orally and in writing to staff, contractors, tenants,
- Lead by example, self-starter, works well within a team or by themselves, demonstrating integrity, creativity and enthusiasm in achieving results
- Ability to lift 25 kg safely, as well as stand for extended periods of time
- 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
- Punctuality
- Willingness to attend training including but not limited to Non-Violent Crisis Intervention

Factors in the Work Environment

Physical Environment: Individual units and building infrastructure environments; occasional exposure to weather conditions; ability to undertake heavy manual labour.

This position requires you to work in multiple Options Bytown locations, and in tenant

We all deserve a home. Nous méritons tous un chez-soi.

apartments. This means exposure to sometimes-harsh environments such as smoke, pests, clutter, verbal abuse, and other adverse conditions.

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 eteeter@optionsbytown.com