



OPTIONS BYTOWN

380 Cumberland Street • Ottawa, ON • K1N 9P3

Building Technician- 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:	Building Technician
HOURS OF WORK:	20 hours a week
LANGUAGE REQUIREMENTS:	English essential, other languages considered an asset
RATE OF PAY:	\$22.97 increasing to \$25.08 after 1040 paid hours

Nature and Scope

Options Bytown is a non-profit organization founded on the belief that we all deserve a home. Since 1989, we have been providing permanent housing with wraparound supports to Ottawa residents who have experienced chronic homelessness. Our staff work with tenants and clients to foster caring and supportive communities, and the maintenance team are a key piece of that puzzle. Through supporting and improving the physical spaces that our tenants and clients call home, they lay the foundation for our networks of support. Reporting to the Manager of Operations, the Facilities Maintenance Technician is responsible for triaging and responding to maintenance requests from tenants, ensuring our buildings stay in good repair, and overseeing our inventory of tools and supplies. You will also be a key part of welcoming new tenants into our community through the cleaning and preparation of vacant units for occupancy.

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
- Maintains regular inventory of tools and supplies
- Is responsible for responding to maintenance requests from tenants
- Performs quality drywall repairs, replacing/repairing toilets and other small plumbing projects, caulking, small electrical repairs, etc
- Ensures that the standards for maintenance response and repairs are met
- Prepares vacant units for rental under the supervision of the Manager of Operations

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- 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
- Communicate and collaborate with external contractors, tenants and staff
- Other duties as required by the organization

Education, Experience and Skills

- Community College Diploma or equivalent experience in residential maintenance, construction trades, or other relevant area
- Minimum of 1 year of demonstrable experience
- Demonstrable knowledge of basic electrical, plumbing, drywall, general maintenance and painting
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Must possess the physical and technical capabilities to perform the duties of the position
- integrity, creativity and enthusiasm in achieving results
- Knowledge of Use of various software including Andriod IOS, Microsoft Office, e-mail, Outlook calendaring is considered an asset
- Ability to lift 25 kg safely, as well as stand for extended periods of time
- Ability to create work plans, manage time, and work to deadlines
- A satisfactory and current Vulnerable Sector Screening
- Proof of full vaccination by a Health Canada approved COVID-19 vaccine, subject to Options Bytown's duty to accommodate under the Ontario Human Rights Code

Suitability

- Displays compassion and empathy to those who live in Options Bytown buildings.
- Respects confidentiality
- Strong work ethic
- Willingness to attend training including but not limited to Non-Violent Crisis Intervention and Mental Health First Aid
- Lead by example, self-starter, works well within a team or by themselves, demonstrating integrity, creativity and enthusiasm in achieving results

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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 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

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