

Job Title: Maintenance

Location: North- Multiple Locations

Reports to: Manager of Support

Hours: Part-Time, Monday-Friday

Job Summary: Completes general maintenance duties within multiple offices, assures buildings meet life safety codes and supplies are ordered and stocked.

Duties/Responsibilities:

- Complete routine repairs and general maintenance of facilities and equipment, including minor electrical, carpentry, plumbing and preventative life safety work in the Ottawa office.
- General care and upkeep related to the inside of building, moving of items, furniture, etc.
- General upkeep of exterior parking lot, plants, landscape
- Assure sidewalks and parking lot are safe after snow, doing minor shoveling, snow blowing and salting
- Contacts vendors to set up repairs, cleaning and annual inspections
- Completes safety surveys, lightning and other inspections and conduct drills as required
- Orders and stocks supplies

**Performs other related duties as assigned.*

Required Skills/Abilities:

- Excellent communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks

Education and Experience:

- High School diploma or equivalent
- 2-4 years' experience working in maintenance role or similar
- Valid drivers license and insurance

Physical Requirements:

- Periods of sitting at a desk and working on a computer.
- 50-70% of time spent walking or standing
- Must be able to lift up to 10 pounds at times.
- Working in difficult weather conditions

If interested, please send resume/application to the HR DL

