



Employment Opportunity - Ontario Division

Job Title:	Maintenance Worker	Competition #:	21/22
Department:	Facilities	Status/Position Type:	1 Full time position available
Compensation:	\$16.77	Unionized:	Yes
Ministry Unit:	Ottawa Booth Centre	Date posted:	December 5, 2022
Address:	171 George St.	Posting Expires:	December 18, 2022

APPLICATIONS ACCEPTED BY:

Email at: jobs@saobc.org

Fax at 613 241-2818

Attention: Employee Relations Department

Please no phone calls.

MISSION, VISION AND VALUES:

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.

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.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values:

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.

TERMS AND CONDITIONS:

POSITION PURPOSE SUMMARY

To provide maintenance services at the request of the management team of the Ottawa Booth Centre to maintain all premises (interior and exterior) for which the Ottawa Booth Centre is responsible, in as safe and secure condition as possible.

ACCOUNTABILITIES:

Property Maintenance – The Maintenance Worker shall

- follow preventative maintenance schedules
- respond to maintenance requests from management
- carry out general repairs which do not require certification, such as patching, painting, plumbing, replacing light bulbs etc.
- perform weekly building inspections and occasionally troubleshoot issues prior to escalating to manager
- perform weekly check of functionality of systems
- carry out seasonal cleanup of property grounds
- do daily sweeping and garbage collection in all surrounding areas, including the front of the shelter of the Ottawa Booth Centre
- possibly, on occasion, be required to attend with the manager, sites other than the shelter building to perform





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repairs

Vehicles

- 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
- Perform daily vehicle checks and complete forms
- Possibly be required to drive Ottawa Booth Centre vehicles, including a 3-ton truck, to pick up and deliver donations

Shipping and Receiving

- Receive and ship goods through the dock
- Move goods to and from the shipping dock
- Load 3rd party trucks with goods leaving the building

Safety and Security

- Ensure that any systems put in place for safety and security of the clients and staff members 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

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

Physical Effort:

- Climb up and down ladders, working at ladder height
- Do a significant amount of walking
- Push and pull skids weighing up to and over 100 pounds with the assistance of a jigger
- Lift up to 30 pounds without assistance and over 30 pounds with assistance
- Bend, twist, crouch, and reach above and below shoulder height, kneeling
- Be able to spend long periods of time on their feet

WORKING CONDITIONS:

- Possibly encounter verbal abuse or deal with angry and abusive clients
- Work outside through all seasons
- Work in the warehouse and shelter environment

EDUCATION AND EXPERIENCE QUALIFICATIONS:

Education, Qualifications and Certifications:

- Passed and obtained a High School Diploma or equivalent

Experience and Skilled Knowledge Requirements

- Have 1 to 3 years of recent general maintenance experience preferably with an organization that works with a marginalized population
- Have a working knowledge of basic carpentry, plumbing and painting



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- Have be aware and know health & safety regulations, fire codes, PPE required when working with tools and electrical equipment and emergency procedures

Skills and Capabilities

- Have good communication and organizational skills
- Have current WHMIS training
- Have a valid 'G' driver's license and clear driver's abstract
- Own and wear Nonskid CSA approved Safety shoes are required
- Be Bilingual (English and French), which is considered an asset
- Provide a Booth Centre manager or his/her assistant with a current Clear Police Check

Salary: **non-negotiable starting salary of \$16.77, increased to \$17.28 at successful completion of probationary period**

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

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for **all new employees within the Province of Ontario, Social Services sector**. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

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

You must advise your managing supervisor of your intentions prior to submitting your application.

