



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	Maintenance Worker	<b>Competition #:</b>	21/22
<b>Department:</b>	Facilities	<b>Status/Position Type:</b>	1 Full time position available
<b>Compensation:</b>	\$15.52	<b>Unionized:</b>	Yes
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Date posted:</b>	June 13, 2022
<b>Address:</b>	171 George St.	<b>Posting Expires:</b>	June 26, 2022

### APPLICATIONS ACCEPTED BY:

Email at: [jobs@saobc.org](mailto: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

- follow preventative maintenance schedules
- respond to maintenance requests from management
- perform general repairs which do not require certification, such as patching, painting, plumbing, replacing light bulbs etc.
- perform weekly building inspections and occasionally troubleshoot issue prior to escalating to manager
- perform weekly check of functionality of systems
- carry out seasonal cleanup of property grounds
- daily sweeping and garbage collection in all surrounding areas, including the front of the shelter of the Ottawa Booth Centre
- May occasionally be required to attend with manager, sites other than the shelter building, to perform 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
- May be required to drive Ottawa Booth Centre vehicles, including 3 ton truck, to pick up and deliver donations

##### Shipping and Receiving

- Receiving and shipping goods through the dock
- Moving goods to and from shipping dock
- Load 3<sup>rd</sup> party trucks with goods leaving the building

##### Safety and Security

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





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### 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
- Lift 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 encounter verbal abuse or deal with angry and abusive clients
- Working outside through all seasons
- Warehouse and shelter environment

### EDUCATION AND EXPERIENCE 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, PPE required when working with tools and electrical equipment and emergency procedures

#### Skills and Capabilities

- Good communication and organizational skills
- Current WHMIS training
- Valid 'G' driver's license and clear driver's abstract
- Nonskid CSA approved Safety shoes are required
- Bilingual (English and French) is an asset
- Must supply a current Clear Police Check

Salary: **non-negotiable starting salary of \$15.52, increased to \$16.03 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.*

