

(INTERNAL/EXTERNAL POSTING)



Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2024- 129
Position Title	Maintenance Worker
Posting Date	December 09, 2024
Start Date	ASAP
Hours	Part Time
Position Status	Indeterminant
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Human Resources Director the Maintenance Worker is responsible for the maintenance of all Inuuqatigiit Centre buildings and properties to ensure the safety of client, visitors, and staff.

KEY DUTIES AND RESPONSIBILITIES

- Maintains all Inuuqatigiit Centre buildings and property:
- Maintain daily, weekly monthly and seasonal checklist of duties;
- Repairing equipment;
- Assembling office furniture;
- Hanging pictures, bulletin boards when requested;
- Work with Manager to create a plan and monitor the maintenance, safety and security of all buildings, sheds, and systems;
- Identifying problem issues and collaborating with Manager to call in to contractors and/or obtain quotation for repair;
- Inspect playground equipment daily;
- Maintain inventory of supplies and request product re-order in timely fashion;
- Ensure all equipment follows safe handling practices;
- Conduct monthly inspection of all fire extinguishers, smoke detectors, emergency lighting units, and security systems;
- Ensure all tools and equipment is stored properly and out of reach of children;
- Ensuring garbage and recycling moved to curb before deadline on trash day and containers returned to storage;
- Cleaning garbage and recycling bins on a regular basis;
- Attend staff meetings and training sessions as required;
- Adhere to all Inuuqatigiit Centre policies and procedures;
- Adhere to and promote the mandate and mission of Inuuqatigiit Centre;
- Accountable for the maintenance of all Inuuqatigiit Centre buildings and workplace to ensure a safe workplace;

- Accountable for attending work punctually and regularly to commence exterior duties;
- Develop supportive and professional rapport with staff team;
- Be respectful and cooperative in all interactions;
- Participate in conflict resolution when required;
- Act as a positive role model to promote professional values and ethics within Inuuqatigiit and to community;
- Oversee supervision of support workers (e.g. summer students) as required;
- Demonstrate autonomy and initiative;
- Participate as member of Joint Health & Safety committee;
- Assist in the planning and organization of Inuuqatigiit Centre community events (e.g. Inuit Day, Christmas party, AGM);
- Communicate with vendors, suppliers, and service providers;
- Order and/or purchase cleaning and maintenance supplies as required;
- Stay abreast of current changes, issues, and practices relevant to Occupational Health & Safety Act;
- Maintain WHMIS certification;
- First Aid and CPR training required;
- Participate in job training and professional development opportunities; and
- Receive appropriate feedback.

SEASONAL DUTIES:

Winter:

- Snow and ice removal before children arrive; and
- Salting and/or sanding parking lot and pathways McArthur Avenue buildings and Queen Mary buildings.

Spring/Summer/Fall

- Maintenance of playgrounds;
- Lawn cutting, weeding; and leaf pickup.

ENVIRONMENTAL FACTORS

- Must demonstrate stress resistance and stamina in working with children
- Regular physical activity associated with program activities, and carrying material/supplies

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred;
- High school diploma required;
- Previous experience as maintenance worker;
- Knowledge of property maintenance;
- Ability to work independently and with minimal supervision;
- Enthusiasm and commitment; and
- Ability to function effectively in a high-stress, high noise environment.

Inuuqatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa.

Priority will be given to Inuit candidates.

Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Eligibility list may be created to fill future vacancies.

Job descriptions may be obtained by email or on the website.

Only those candidates selected for an interview will be contacted.

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuugatigiit.ca