

**JOB OPPORTUNITY
MAINTENANCE WORKER, FULL-TIME
COMPETITION #2024-42**

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| Salary Range: | \$20.11/hour - \$20.99/hr |
| Location: | Brockville – travel to satellite offices as required |
| Job Type: | Full-Time |
| Shifts: | Monday to Friday - Days |
| Reports to: | Facilities and IT Manager |

Please submit a cover letter and resume referencing the competition # to:

CAREERS@LLGAMH.ca

The Maintenance worker provides maintenance services to all facilities owned and operated by the LLAGMH; as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed.

Primary Responsibilities and Duties:

- Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) completing projects within established time frames.
- Prepares written materials (e.g. repair status, activity logs, etc.) documenting activities and/or conveying information.
- Assists maintenance coordinator with projects (e.g., assist with tasks, transporting and/or securing materials, completing specific tasks, etc.) complete projects in a safe, efficient manner.
- Cleans buildings and grounds areas as needed and/or assigned.
- Completes projects and work orders efficiently.
- Installs and/or repairs system component parts, office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.).
- Maintains tools and equipment ensuring availability in safe operating condition.
- Repairs, moves furniture and building system components ensuring a safe working condition.
- Responds to emergency situations during and after hours, resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies ensuring the availability of

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materials required at the job site.

- Operate equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications:

Education, Training and Experience:

- Highschool diploma is required.
- Formal experience in general maintenance is required.
- Knowledge of a wide range of tools commonly used in trades.

Skills and Abilities

- Display mechanical aptitude, painting, minor electrical, plumbing, carpentry, small engine repair and general clean up.
- Math skills and the ability to apply them to Microsoft excel for the purpose of calculating costs and tracking expenses.
- Valid 'G' Ontario Driver License with clear drivers abstract required.
- Must be able to reach, bend, stoop and work in a standing position for long periods of time.
- Climbing stairs, standing, walking, standing on ladder required.
- Maintenance functions may require additional physical exertion – i.e. lifting, carrying, pushing, pulling, outdoor maintenance.
- Ability to lift/move 40 lbs. (18.14 kgs)
- Ability to work safely, independently, and interdependently.
- Effective communication, interpersonal and conflict resolution skills
- Ability to adapt to changing environments and manage time effectively.
- Current First Aid and CPR Certification
- Satisfactory Vulnerable Sector police records check required.
- Compliance with Policy AH-C5 COVID-19 Vaccination Policy.

ACCESSIBILITY

- LLGAMH is committed to providing diversity, equity, and accessible employment practices, in compliance with the Accessibility for Ontarians with Disabilities Act. If you have accommodation requests related to your employment, please contact Human Resources.

Posting Date: July 12, 2024

Closing Date: July 19, 2024

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