



Repair & Maintenance Assistants (2) External Posting - Summer Contract Position North & South locations

The Organization:

Interim Place is a dynamic anti-violence organization providing shelter, counselling and advocacy supports for women*, youth and children experiencing violence in the Region of Peel. Interim Place offers a positive work environment for its employees and service excellence to its clients. We are committed to ending violence against women by acknowledging and addressing the multitude of barriers facing women who have experienced violence and by providing crisis intervention and a range of supports and services. Interim Place works within a feminist, anti-oppressive, anti-racist, queer and trans positive, disability positive, harm reduction framework.

**We use an inclusive definition of "women" and welcome Two-Spirit, gender queer, trans and non-binary people to Interim Place.*

The Opportunity:

The Repair & Maintenance Assistant will provide support to the Maintenance Coordinator in maintaining the physical structure, the operating systems, the grounds. A strong work ethic and attention to detail are essential. There will be two opportunities, one at our South Mississauga and one at our North Mississauga location.

Key Responsibilities:

Support & Service

- Assist the Maintenance Coordinator to disassemble damaged and broken equipment so that it can be more easily repaired, then reassemble pieces after repair work has been successfully completed.
- Assist the Maintenance Coordinator to maintain proper drainage around the building and perimeter and follow all site health and safety regulations
- Maintain grounds and common areas to ensure they are operational, safe and clean for the residents.
- Receive deliveries of equipment and supplies and transfer them to work stations or other areas as indicated by Maintenance Coordinator
- Receive work orders and determine what parts, equipment and services are needed to perform necessary maintenance and repair work.
- Assist the Maintenance Coordinator in the removal and installation of furniture including setup and assemblies as required
- Ensure program spaces are clean and organized
- Assist the Maintenance Coordinator in providing handyperson services within the context of safety and security such as basic repairs to plumbing systems including fixing leaky faucets and opening clogged drains, etc.

Qualifications

- High school diploma or equivalent
- Knowledge of basic maintenance functions, including snow removal, basic electric, painting and HVAC.
- Ability to lift to 60 pounds without assistance
- Prior experience working in general maintenance, plumbing or HVAC
- Excellent verbal and written communication skills
- Ability to take initiative, to manage multiple tasks with established deadlines and work effectively within a team.
- Strong organizational skills and ability to multi-task



- Proficiency in word-processing, excel and databases

The Canada Summer Jobs Program requires that the candidate meet the following criteria:

- Be between 15 – 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Be legally entitled to work in Canada in accordance with relevant Ontario legislation and regulations.

Hours: 30 hours (4 days per week) for 16 weeks

Rate: \$14 per hour

To apply:

Please forward a resume and cover letter in PDF format, subject line: Repair and Maintenance Assistant Application, by 5pm, Tuesday, March 17, 2020, via email to businessmanager@interimplace.com. Please specify in your cover letter whether you have a preference for the South or North location.

No phone calls, please. We thank all applicants for applying, however, only those selected for an interview will be contacted.

We will provide employment accommodation (i.e. an accessible location, technical aids, accommodation during the interview, rescheduling of interviews that fall on religious holidays, etc.) if we are advised of an applicant's needs in advance of any part of the selection process.

Interim Place is committed to the development of an organization that reflects the community and women it serves. Applications from indigenous women, world majority women/women of colour, lesbian, gay, bisexual, trans and queer women, consumer survivors and women with disabilities are strongly encouraged.

Date of Posting: March 4, 2020

Deadline: March 17, 2020

