



JOB POSTING

MAINTENANCE TRAINEE WORKER

Our Vision:

The Native Canadian Centre of Toronto is dedicated to helping all of our relations on their journey

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

I Job Title: Maintenance Worker Trainee

II Employment Term And Work Hours:

- 1-Year Contract: April 1, 2025 – March 31, 2026
- Monday to Friday, with flexibility for occasional evenings and weekends as required
- 35 hours per week
- \$21.00 Per Hour

III Department: Building Operations

IV Direct Report: Building Operations Manager

V Position Summary:

The Trainee Maintenance Worker is responsible for assisting the Building Operations Manager with the maintenance of all Centre facilities and grounds, and the operation and maintenance of related mechanical equipment.

VI Duties and Responsibilities:

- Maintaining a clean, orderly and safe environment through a schedule of activities that include washroom cleanliness, cleaning of common areas, and keeping pathways and stairs clear of objects and debris
- Ongoing maintenance of building grounds including raking, sweeping, trimming of bushes, gardening, collecting and disposing of debris/garbage
- Routine mopping of floors with emphasis during wet and snowy weather
- Routine snow shoveling and salting when necessary
- Operating and maintaining various mechanical equipment including vacuum cleaners, leaf blowers, lawnmowers, washers, dryers, and painting and carpentry equipment
- Assisting with the movement/transfer/setup of equipment and materials when needed
- Assisting with the elevator lift when needed
- Assisting staff with maintenance-related tasks
- Overall maintenance and safekeeping of all equipment
- Maintain/report on supplies related to cleaning and maintenance
- Conduct routine inspection of facilities, grounds, and emergency/fire safety equipment to ensure all health and safety requirements are met and to ensure proper function of equipment



- Timely reporting on the condition of the facilities to the Building Operations Manager to ensure appropriate safety standards are maintained
- Other duties as assigned

VII Qualifications:

- Experience in cleaning and general upkeep
- Knowledge of health and safety regulations, including fire safety protocols
- Experience and ability to operate and maintain mechanical equipment (e.g. vacuums, leaf blowers, lawnmowers)
- Ability to lift and move equipment/materials as needed
- Comfortable working in various weather conditions (e.g., snow removal, outdoor maintenance)
- Ability to work independently and as a team
- Effective communication and teamwork skills
- Ability to assess and report facility conditions to management
- Flexibility to assist with duties as assigned
- Knowledge of Indigenous languages and culture represented in the NCCT community is an asset
- Experience working within an Indigenous organization is an asset
- Ability and willingness to learn new skills

VIII Working Conditions:

- Ability to work in all weather conditions year-round
- Exposure to noise (equipment noise)
- Exposure to odours (e.g. fuel, paint, garbage)
- Exposure to dust and debris

IX Physical Requirements:

- Ability to climb three flights of stairs throughout the day
- Ability to stand/walk for extended periods
- Able to lift approximately 40 lbs.

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The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a contract position with salary and eligibility determined by funding requirements. While preference will be given to Indigenous applicants (First Nations, Métis, and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.

If this position interests you, please submit your resume and a cover letter to:



Wanda Green
Interim Human Resources Manager
Payroll and Benefits Administrator
wanda.green@ncct.on.ca
Deadline: until filled

SUBJECT LINE:

NCCT - Operations – Maintenance Worker Trainee

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our Interim Human Resources Manager at wanda.green@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.