



## JOB DESCRIPTION

### TRAINEE MAINTENANCE WORKER

#### Our Vision:

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

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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:** Trainee Maintenance Worker

**II Employment Term & Work Hours:**

**Term:** 6 Month Contract with option to renew for another 6 months

**Hours:** 40 hours per week some flexibility required to work evenings/weekends

**III Department:** Building Operations

**IV Direct Report:** Building Operations Manager

**V Position Summary:**

The Trainee Maintenance Worker is responsible for assisting the Maintenance Officer 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 includes trash disposal, washroom cleanliness, and replenishment of expendable supplies throughout the building, as well as cleaning of common areas and offices
- mopping of floors during wet weather and snow shoveling in the winter
- Operating and maintaining various equipment including hand and power tools such as painting equipment, carpentry/mechanical tools, vacuum cleaners, floor polisher, leaf blower, lawnmower, snow shovel
- Conducting 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
- Reporting on the condition of the facilities to the Building Operations Manager to ensure appropriate safety standards are maintained
- Caring of the grounds including raking, trimming of bushes, collecting and disposing of debris/garbage
- Maintenance and safekeeping of all equipment
- Routine maintenance work to buildings and equipment such as painting, minor electrical repairs, carpentry and plumbing
- Maintain supplies related to cleaning and maintenance
- Other duties as required
- Commitment to learn and use an Indigenous language reflective of NCCT community

Job Description: Trainee Maintenance Worker

Department: Building Operations

Date: June 7, 2022

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**VII QUALIFICATIONS:**

- Good written and verbal communication skills
- Able to lift minimum of 20 lbs.
- Knowledge of Health and Safety regulations and fire regulations
- Ability to work independently within established parameters
- Knowledge and experience with the Toronto Indigenous community
- Knowledge of Indigenous culture and traditions
- Ability to work flexible hours including evenings and weekends when necessary

**VIII Working Conditions:**

- Ability to work in all weather conditions year round

**IX Physical requirements:**

- Ability to climb 3 flights of stairs throughout the day
- Able to lift a minimum of 20 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 full-time contract position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis 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:***

**Robert Lebel  
Human Resources Specialist  
robert.lebel@ncct.on.ca  
Deadline: until filled**

**SUBJECT LINE:  
NCCT - Building Operations - Trainee Maintenance Worker**

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 HR representative at [epohl@ncct.on.ca](mailto:epohl@ncct.on.ca) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.