



Job Title: Maintenance Trainee
Reports to: Building Operations Manager
Employment Term: Full-time, Contract, ending March 31, 2025
Work Hours: 35 hours/week
Work Location: 16 Spadina Road, Toronto

Native Canadian Centre of Toronto

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.

Mission: To empower the Indigenous community in Toronto by providing programs that support their spiritual, emotional, physical, and mental well-being.

Mandate: To nurture an inclusive environment where all people respect Indigenous knowledge.

Vision: The Native Canadian Centre of Toronto is dedicated to working with all of our relations toward a better future.

Values: Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth.

The Position

The Maintenance Trainee is responsible for the maintenance of all Centre facilities and grounds, and the operation and maintenance of related equipment.

Duties and Responsibilities

- Maintaining a clean, orderly, and safe environment through a schedule of activities that includes internal/external building presentation by way of keeping pathways and stairs clear of debris/snow, salting, trash disposal, washroom cleanliness, replenishment of expendable supplies (paper towel, hand sanitizer, soaps) throughout the building, as well as cleaning of common areas and offices, assembly/disassembly of furniture, collecting and containing material for recycling;
- Knowledge of and trained to use mops/cleaning products, vacuum cleaners, floor polisher, leaf blower, lawnmower, hand and power tools, painting/carpentry/mechanical tools;
- 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;
- Minor building repair and maintenance;
- Notify the Building Operations Manager and notify of any concerns that may be impacting safe operations of the facility and its users;



- Caring of the grounds including raking, trimming of bushes, collecting and disposing of debris/garbage, sweeping, etc.;
- Maintenance and safekeeping of all equipment;
- Maintain/report on supplies related to cleaning and maintenance;
- Other related duties as may be assigned.

Qualifications:

- Knowledge of basic plumbing, carpentry, and other maintenance and repair skills.
- Able to lift and carry a minimum of 20 lbs.
- Good written and verbal communication skills.
- Ability to learn and understand health and safety regulations and fire regulations.
- Demonstrated leadership skills including the ability to contribute to the creation of positive team and workplace dynamics.
- Demonstrated empathy, approachability, and an understanding of others.
- Successful community experience working with both Indigenous and diverse populations.
- Demonstrated ability to earn and maintain trust and show discretion at all times.
- Knowledge and ability to work with standard operating programs (i.e, word, excel).
- Ability to write and communicate clearly and effectively.
- Well organized and able to streamline, prioritize, and manage multiple tasks effectively.

Knowledge/Skills/Abilities:

- Working in a manner that preserves confidentiality and seeks to minimize risk;
- Experience working within an Indigenous organization or with the Aboriginal community an asset;
- Knowledge of Indigenous Languages and Culture represented in NCCT community;
- Ensures the NCCT response is consistent with current local, provincial, and federal health guidelines and orders;
- Ensure practices and procedures exist to maintain the confidential storage and security of all staff files and other related information;
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- Contributing to the centre's activities to collect, analyze, and report on data and relevant information, and participate in research;

Potential candidates must be First Nations, Inuit or Metis and reside within the GTA. Candidates must be registered or eligible to register with Miziwe Biik Aboriginal Employment and Training.



NCCT
NATIVE CANADIAN CENTRE OF TORONTO

16 Spadina Road, Toronto, Ontario, M5R 2S7

416.964.9087

416.964.2111

<http://ncct.on.ca>

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.

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

If this position interests you, and you meet all of the above requirements, please submit your resume and a cover letter: <https://pesceandassociates.talentnest.com/en/posting/176556/location/215754>

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 Consultants at nstaffen@pesceassociates.com or lvandenberg@pesceassociates.com of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.

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