



The Ottawa Aboriginal Coalition acknowledges that we are on unceded Algonquin-Anishinaabe territory.

OTTAWA ABORIGINAL COALITION
INUIT VIOLENCE AGAINST WOMEN SHELTER

DRAFT Job Posting
Property Maintenance

Position Summary

The Property maintenance worker is responsible for maintaining the outside of the property and all of the key

plans and prepares nutritious meals and supports a welcoming food environment that recognizes dietary needs, food security and Inuit food practices. The cook offers programming on cooking on a budget and making nutritious meals.

Their work is rooted in Inuit societal values and is designed to provide a safe, welcoming, confidential and culturally respectful environment.

Preference will be given to Inuit or Indigenous candidates.

Key Responsibilities

- Ensure Inuit culture, language and Inuit Societal Values are meaningfully reflected in the shelter's services and environment.
- Keep a list of contractors and suppliers to support the shelter.
- Operations and Maintenance
 - To conduct minor maintenance and repairs.
 - Coordinate emergency repairs
 - Supervise third party contractors
- Regulatory compliance
 - Ensure property is in compliance with safety ordinances.
 - To ensure building and equipment meet all safety, security and fire regulations and policies.
 - To work in cooperation with other staff and contractors to correct safety deficiencies.
- With the Housekeeper person:
 - Clean and remove litter/garbage from external areas such as entranceways, sidewalks, and parking lots using appropriate equipment.
 - Place all garbage and recycling in the outside storage area and maintain the area.
 - Ensure all designated outdoor smoking areas are clean and litter free.
- Have an ongoing maintenance plan that is implemented.
- Ensure there is a schedule for maintenance of all systems including the elevator, the furnace and computer equipment.
- To operate a motor vehicle to pick up and move goods and supplies.
- To constructively participate in all team meetings, seminars and staff training

- sessions as required.
- To ensure Health and Safety compliance in the workplace by following policies, procedures and best practices and reporting any unsafe environments.
- Preserve confidentiality of all residents, clients, staff, students, volunteers.
- Ensure Health and Safety compliance in the workplace by following policies, procedures and best practices and reporting any unsafe environments.
- Constructively participate in all staff and team meetings and training sessions as required
- Prepare monthly reports as required.
- Do all interactions from a strength based, resiliency-based approach.
- Other duties as required

Qualifications and Experience

- 5 years experience of property management or facilities administration.
- Conflict resolution.
- Familiarity with property management software.
- Valid driver's license and access to own vehicle required
- A combination of these qualifications will also be considered.

Preferred Qualifications

- Speaking Inuktitut is an asset
- Current First Aid / CPR Certification

For more information and to apply for the job once it becomes open, please go to the OAC website at:

www.ottawaaboriginalcoalition.ca