



JOB POSTING
Operations
Maintenance Worker
Full-Time Permanent
1 Position
Wage \$37,500.00- \$45,500.00
Posting No. MS0133

KEY RESPONSIBILITIES:

- Work with the Operations' Department leadership to ensure facilities are properly maintained and concerns repaired so as to protect Mission Services assets and ensure a safe, healthy environment for staff, service users, and volunteers
- Complete assigned tasks in a timely, effective and cost-efficient manner, following the direction of the Operations' Department leadership
- Be on-call (frequency determined by number of staff in on-call rotation) to respond to maintenance concerns raised after normal weekday work hours. Address these after-hours calls based on direction provided by Operations' Department leadership
- Purchase supplies needed to complete assigned repairs and projects, following Operations' Department leadership guidance
- Provide Operations' Department leadership constructive input on repair needs, including: capital repairs needed, renovation projects, and input on prioritizing and scheduling of jobs
- Work within the Operations' team environment to foster a positive and supportive work environment, and provide the best service to MSH staff, clients and guests
- Assist the Mission Services Operations Department on assigned non-maintenance duties, including but not limited to: moving furniture, grounds keeping, and donation pick-up
- Appropriately handle and store WHMIS products in accordance with the Ontario Occupational Health and Safety Act; required to use personal protective equipment as identified.
- Work safely, identify any health and safety concerns and report to management
- Follow Mission Services workplace health and safety policies and procedures at all times
- Committed to uphold the organization's mission, values and standards
- Additional projects and duties as assigned to ensure the safe operation of the facilities

QUALIFICATIONS:

- 2-3 years repair and maintenance experience
- 2-3 years experience with power tools and equipment handling
- Organized with good time management skills
- Works effectively to solve problems, both independently and as a team participant.
- Availability for on-call work and some weekend and evening hours.
- Valid driver's license, with good driving record
- WHMIS and First Aid Training an asset
- Vehicle ownership an asset (must be able to attend to after-hours calls as needed)
- Forklift certification an asset

HOURS OF WORK:

- 37.5 hours per week

- Ability to work a flexible schedule including evenings and weekends
- Ability to attend to after-hours calls as part of on-call rotation

LOCATION:

- The successful candidate will be required to work at multiple Mission Services' sites

REQUIREMENTS:

- Police Criminal Record and Judicial Matters Check
- Two-Step Tuberculosis Skin Test
- Proof of COVID-19 vaccination, or willingness to register to receive this vaccination as soon as possible
- Steel-Toed Boots Required

To apply for this position, please send your cover letter and resume by 5:00PM on December 9, 2021 to:

Director of Human Resources

Mission Services of Hamilton

Email: HR@mission-services.com

At Mission Services of Hamilton, we value diversity in our employees and we work from an anti-racism/anti-oppression framework and strive for equity and inclusion.

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities

Mission Services is also committed to developing an inclusive, barrier-free selection process and work environment. We thank all applicants, however, only those candidates selected for an interview will be contacted. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.