



JOB POSTING
Operations
Maintenance Assistant
Wage \$15.85 per hour
8 week contract position - 35 hours per week

KEY RESPONSIBILITIES:

- Assist with maintenance activities at multiple sites
- Assist with building repairs at all Mission Service's locations
- Assist with exterior cleaning and painting
- Assist with special projects as assigned by supervisor
- Adhere to a strict policy of confidentiality
- 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

QUALIFICATIONS:

- Experience with power tools and equipment handling
- Organized with good communication skills
- Works effectively to solve problems, both independently and as a team participant
- Exemplifies loyalty, confidentiality, tact and courtesy
- Respects the people we serve and demonstrates an understanding of their needs.

HOURS OF WORK:

- 35 hours per week
- Ability to work a flexible schedule including evenings and weekends

REQUIREMENTS:

- Police Vulnerable Sector Check
- Steel toed boots required

This position has been made possible through the funding provided by Canada Summer Jobs Program.

Eligible applicants must meet the following criteria:

- Is between 15-30 years of age at the start of employment
- Is a Canadian Citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
*International students are not eligible.
- Is legally entitled to work according to relevant provincial legislation and regulations

To apply for this position, please send your cover letter and resume quoting the job title by May 23, 2019 to:

Director of Human Resources

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2 or email to HR@mission-services.com

Mission Services is an equal opportunity employer – If you require an accommodation during the recruitment and selection process, please let us know. We will work with you to meet your needs.

We thank all applicants, however, only those candidates selected for an interview will be contacted.