



Facilities & Maintenance Specialist

Temporary · Full-Time · Unionized

Andrew Fleck Children's Services is hiring a Facilities & Maintenance Specialist! Join our team and oversee the maintenance and repair duties for all AFCS facilities and grounds, spanning over 19+ sites. This role is ideal for someone with an extensive background in facilities and maintenance repair who thrives on flexibility and is committed and passionate about maintaining safe and functional environments. If you're ready to join a dedicated team and ensure the smooth operations of our facilities, apply now!

Available from: June 24th, 2024 through to June 27th, 2025
Salary: \$21.70 to \$24.37 per hour
Hours: 35 hours per week
Location: Various Andrew Fleck Locations throughout the City of Ottawa
Closing Date: June 14th, 2024
Apply: E-mail a copy of your resume to hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 3 weeks of vacation & Benefits plan through Canada Life
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Assess, recommend, and implement maintenance activities and schedules for various facilities and equipment
- ✓ Monitor and carry out preventative maintenance procedures and schedules for buildings, equipment & grounds
- ✓ Plan and develop all activities for maintenance of grounds, equipment, repairs and buildings
- ✓ Order maintenance supplies & materials
- ✓ Troubleshoot and repair mechanical/general facilities problems as they arise
- ✓ Be responsible for operation and maintenance of heating and cooling systems
- ✓ Manage carpentry, electrical, painting, mechanical, plumbing maintenance and general repairs as required
- ✓ Request and facilitate estimates of labor, service work, and material costs, contacts external contractors and tradespeople to obtain quotes, and make arrangements for repairs and maintenance work
- ✓ Manage administrative processes around facility maintenance & equipment leases
- ✓ Participate in Workplace Safety Inspections & be a member of the Joint Health and Safety Committee

To qualify for this role you have...

- ✓ High School Diploma
- ✓ Minimum 5 years of experience in facilities maintenance/repairs and maintenance contracts
- ✓ Level 2 Police Record Check (completed in the last 6 months)
- ✓ Valid drivers license & access to car – kilometer allowance/reimbursement by employer
- ✓ Excellent communication skills; written and oral
- ✓ Demonstrated safe work practices for facilities maintenance activities, particularly in electrical/mechanical environment
- ✓ Knowledge of proper use and care of Personal Protective Equipment
- ✓ Demonstrated problem-solving, organizational, and self-motivational skills
- ✓ Ability to work effectively both independently and as part of a team
- ✓ Excellent interpersonal skills

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

APPLY TODAY!