



JOB POSTING – POST # 908

- Program:** Administration
- Job Title:** 6373 Recall Maintenance Worker
- Status:** 4 Recall Temporary Part Time
- Union:** Non-Unionized - Unionizable
- Salary Scale** Hourly rate: \$21.44
- Description:** A person who, without having a professional diploma (DEP) or certificate of qualification, performs a variety of maintenance and repair work in the sectors of the various construction trades, all in accordance with the Labor Vocational Training and Qualification Act.
- Reporting to:** The Executive Director
- Responsibilities:** As a member of the Administrative team you will have responsibility in the following areas:
- To carry out routine housekeeping duties in order to maintain a clean and hygienic environment, respecting established infection control procedures and cleaning schedules.
 - To carry out routine maintenance activities in order to ensure the proper functioning of equipment and materials or supplies that may have an impact on the functioning of the organization.
 - To carry out seasonal activities to ensure and maintain the safety and security of the buildings and properties.
 - To collaborate and coordinate with other service contractors re: renovations, inspections and repairs
 - To ensure and maintain inventory systems for supplies and equipment activities in order to ensure the availability and adequate storage of supplies and equipment, and reduce the risk of loss or damage.
 - To verify and prioritize requests for non-routine housekeeping and maintenance services.
 - To perform all other related duties as requested by the immediate manager.
- Requirements:**
- Must have experience in general maintenance duties.
 - Must have experience as a housekeeper.
 - Must have the ability to lift 50lbs.
 - Must have the ability to carry out a wide range of tasks from housekeeping, to maintenance and small building / equipment repairs.



Maison Elizabeth House

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Requirements continued:

- Must be able to follow specific instructions concerning methods of cleaning or prioritizing of maintenance jobs.
- Must have good English language skills and a sufficient working knowledge of French.
- Must have previous experience in a culturally diverse milieu with demonstrated sensitivity and openness to cultural differences.
- Must have a valid Quebec driver's license and an automobile.
- Knowledge of building and systems maintenance in a group home environment would be considered an asset.
- Must have a demonstrated ability to work collaboratively as part of a team.

Please e-mail a letter of application and an up to date C.V. to Erika Murray, Human Resources at erika.murray.elizabeth@ssss.gouv.qc.ca by 5:00 p.m. March 13, 2020.

Elizabeth House applies employment equity principles. N.B. All references to persons include both men and women.

Only candidates selected for an interview will be contacted.