



**Riverstone Retirement Communities – Maplewood**

**Position:** Maintenance Assistant

**Location:** Ottawa, ON

**Employment Type:** Part-Time

**Reports to:** Environmental Service Manager

**QUALIFICATIONS:**

**Education:**

- Grade 12 minimum

**Background:**

- Two years or more experience, preferably in health care setting;
- Knowledge and training in physical plant and grounds maintenance including plumbing, HVAC, electrical, etc.;
- Excellent communication skills

**Personal Requirements:**

- Work as part of a team
- Capable of adapting to different situations and change
- Keen interest in working with seniors

**FUNCTIONS:**

- General repairs to the building, equipment and furnishings;
- General renovations of rooms including painting, wallpaper and surface repairs;
- Provide maintenance services as scheduled;
- Maintain the effectiveness of building mechanical, electrical and fire detection and safety systems;
- Minor adjustment to the building mechanical, electrical and fire systems as deemed necessary and directed by the ESM;
- Routine surveillance of the grounds, including parking lot and underground garage. Maintain the grounds in a neat and tidy fashion;
- Maintain a high level of safety and security for residents, staff and visitors;
- Assist in maintaining preventive maintenance program;
- Assist in maintaining an adequate inventory of maintenance supplies for day-to-day use;
- Notifies ESM of all equipment and building areas in need of repair and develops an action plan.

**RESPONSIBILITIES TO HEALTH AND SAFETY:**

- Is aware of employees' responsibilities and follows all Health and Safety policies and procedures as set out in the department manual;
- Works safely to reduce the risk of injury to self, co-worker and residents;
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor. Does not operate or use faulty equipment;
- Wears personal protective equipment (or clothing) as required by task, MSDS or company policy;
- Promptly reports personal injury to supervisor and seeks first aid as needed;
- Participates in fire safety demonstrations and fire drills, and is knowledgeable of the home fire and disaster plan;
- Continued employment is dependent upon participation in annual training program of WHMIS, Fire Drills, Resident Abuse, CPR, Safe Food Handling, Infection Control, etc., as per RHA and other provincial legislations.

To apply please email your resume and references to **Greg O'Brien, [gobrien@riverstoneretirement.ca](mailto:gobrien@riverstoneretirement.ca)** or call **613-656-0556**