



**Riverstone Retirement Communities – Riverpath**

**Position:** Maintenance Assistant

**Location:** Ottawa, ON

**Employment Type:** Part-Time

**Reports to:** Environmental Service Manager

We're putting a new face on the look of retirement living in Ottawa. Designed and built by Claridge Homes and operated by Riverstone Retirement Communities, our residences offer an unmatched level of comfort, dignity and style. Riverstone Retirement Communities provide a highly respected continuum of care that ensures all residents are happy and healthy in their retirement. They also feature a host of amenities and services, enabling people to create the lifestyle they deserve. Properties include a first-rate team of professional staff offering a selection of care alternatives: independent living, residential care and assisted living. Riverstone Retirement Communities is not stopping there as we are already forging ahead with a number of other retirement opportunities. Our continuously growing team is currently seeking a Part-Time Maintenance Assistant. The Maintenance Assistant is responsible for maintaining the building and grounds in good operating condition.

**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
- Bilingualism in French and English

**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.

To apply please email your resume and references to [gobrien@riverstoneretirement.ca](mailto:gobrien@riverstoneretirement.ca)