



## **JOB POSTING**

**POSTING #: 2024-24**

**POSITION TITLE: GENERAL MAINTENANCE ASSISTANT – CANADA SUMMER JOB**

**SALARY: \$16.55 PER HOUR, 35 HOURS PER WEEK**

**CONTRACT PERIOD: 8 WEEKS**

## **THE OPPORTUNITY**

*Join one of the [Top 100 Charity Organizations](#) today! Since 2010, Charity Intelligence has awarded Eva's with the highest rating available based on financial transparency, accountability to donors and cost-efficiency.*

*Learn more about Eva's Initiatives and the work that we do.*

[Home - Eva's Initiatives for Homeless Youth \(evas.ca\)](https://evas.ca)

## **ROLE OVERVIEW**

The position will report to the Senior Manager, Facilities and Safety. The student in this position will have regular meetings with their direct supervisor and prompt, actionable feedback on their job performance. They will be required to attend a weekly meeting. The Senior Manager, Facilities and Safety will be responsible for the day-to-day supervision and observation of the student, including determining tasks and completion, evaluating work and performance, and managing workplace expectations.

The student will work together to create objectives, tasks, and goals. There will be a daily check-in in-person or via remote session.

Ongoing support will be provided as well as cross-functioning exposure for professional development. The role is a contract position for a period of 8 weeks. This position is located at: Eva's Place, 360 Lesmill Rd, M3B 2T5.

## **RESPONSIBILITIES**

- Assist Maintenance staff with practical/hands on ground and lawn maintenance, and general building and equipment maintenance (e.g.) painting, wall patching, graffiti removal, minor plumbing and drain clean out work, use of hand tools and minor servicing of all building equipment and housekeeping).
- Assist in carrying out inspections of facilities Mechanical/Electrical/Fire Systems/Roof tops and grounds.
- In coordination with the Maintenance Staff /Site Operations Assistant conduct site inspection and maintain records as required
- Research on internet work related material for procurement

## **REQUIREMENTS**

- Experience in carpentry, plumbing, mechanical and electrical work.
- Experience maintaining facilities and equipment/ property management.
- Knowledge of building and fire codes, environmental guidelines and AODA.
- Ability to work independently and on own initiative.

- A strong dedication to social justice, coupled with a fundamental grasp of systemic obstacles contributing to youth homelessness.
- Adept at multi-tasking and effectively prioritizing tasks.
- Proficient in utilizing various software and technology systems.
- Unwavering commitment to the principles of Anti-Racism and Anti-Oppression.
- Self-sufficiency and the ability to work independently.
- Ability to work collaboratively with cross-functional teams.
- Strong problem-solving and analytical skills.
- Age: You must be between **15 and 30 years old** at the start of employment.
- Citizenship/Status: You should be a **Canadian citizen**, a **permanent resident**, or someone to whom **refugee** protection has been conferred.
- Work Authorization: You must be **legally entitled to work in Canada** (which means you need a valid Social Insurance Number).

### **APPLY**

Submit a cover letter and resume in one PDF document by **May 29, 2024** to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2024-24 General Maintenance Assistant – Canada Summer Job** in the title. No phone calls, please.

### **CONDITIONS OF EMPLOYMENT**

<https://www.evas.ca/conditions-of-employment/>

### **LAND ACKNOWLEDGEMENT**

<https://www.evas.ca/land-acknowledgement/>

### **LOOKING TO LEARN AND GROW WITH US?**

Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

### **Eva's Initiatives for Homeless Youth**

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