



JOB DESCRIPTION: Boat Repair Technician

Reports to: Technical Director

Position designation: Full-time, seasonal (approx. April 15 to November 15)

Salary Range: \$20 per hour

Hours: 40 hours per week

Overview:

The Ottawa Rowing Club (ORC) is a not-for-profit sports organization established in 1867 to provide rowing instruction for participants of all ages. The ORC is comprised of a volunteer Executive Committee, volunteers and paid employees. From April to November, the ORC operates from its boathouses on the Ottawa River. In the off-season, the ORC membership trains at an indoor satellite location.

The ORC provides coaching to rowers in competitive or sport rowing programs, as well as introductions to the sport through Learn-to-Row, summer camps and the Adult Rowing League. Local high schools and universities train and race out of the ORC.

The Boat Repair Technician supports the Technical Director by maintaining and repairing the ORC's fleet of boats, oars and other equipment, including but not limited to boat motors, docks and boat racks.

Essential job functions:

The responsibilities of this position include, but are not limited to, the following:

Equipment Maintenance and Repair

- Liaise and communicate with the Technical Director daily on equipment work plan, using the equipment report log for guidance, and status of repairs;
- Complete repairs on equipment including but not limited to rowing shells, docks, boat racks, motors, coach boats and oars.
- Report daily to the Technical Director on work progress and timeline for repairs to be completed;
- Work with the Technical Director to determine tool and material needs to correctly and safely complete equipment repairs.

Other

- Complete and maintain required safety training and education annually;
- Engage in safe work place practices when completing equipment repairs;
- Complete other duties from time to time as directed by the Technical Director and/or Executive Director;
- Follow ORC policies and procedures, and
- Understand manuals and documentation associated with employment.

Requirements

- High school diploma or General Equivalency Diploma;
- Minimum 3-5 years experience repairing and maintaining equipment;
- Knowledge or familiarity with rowing equipment is an asset (training will be provided);
- Willingness to learn;
- Strong communication and interpersonal skills as applied to interactions with co-workers, supervisors, members and general public;
- Ability to communicate effectively in English;
- WHIMIS trained;
- CPR and First Aid Certified;
- Pleasure craft operating license (Boat License);

- Good organizational skills;
- Attention to detail;
- Ability to work under pressure;
- Police records check;
- Experience working as a member of a team, and
- Ability to work independently within established procedural guidelines and/or written directions.

Interested candidates should submit a cover letter and resume to: melissa@ottawarowingclub.com.

Application Deadline: Monday, May 20, 2019.

We thank all applicants for their interest, but only those selected for an interview will be contacted.

ACCESSIBILITY

We are an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact Ottawa Rowing Club directly at 613-241-1120 or rowing@ottawarowingclub.com.