

# EQUIPMENT MAINTENANCE ATTENDANT



1 Position

**Salary:** \$18.50 per hour

**Start date:** May 4, 2026

**End date:** August 28, 2026

**Hours:** 30 to 37.5 Hours per week for 16 to 17 weeks. May include evenings & weekends

\*Hours are subject to change based on allotted grant funding

**Location:** 10 Lady Grey Drive Ottawa ON -Ottawa River

**Application Deadline:** April 13, 2026

## JOB SUMMARY

Reporting to the Head Coach, the **Equipment Maintenance Attendant** responsible for rowing equipment maintenance and repair. This includes coordination of work, inventory supply management and facility support on site at Ottawa Rowing Club.

The Equipment Maintenance Attendant plays an integral role in the rowing programs at ORC by ensuring rowing equipment is in good working condition. This includes but is not limited to repairing the equipment, educating those on the proper care and use of equipment, and clear communication to ORC programs on the condition of equipment.

This role is often required to drive off-site to pick up fuel and other materials, oftentimes driving the Club's truck and towing a range of styles of trailers. An Ontario G licence and experience towing is a major asset but not required.

## PROFESSIONAL EDUCATION AND EXPERIENCE

- High School Graduate or college/university student
- Experience in the skilled trades is highly desirable
- Knowledge and experience in rowing is preferred
- Knowledge of Workplace OHSA responsibilities is desirable

## CERTIFICATIONS AND LICENSES

- Certification or enrollment in a skilled trade is an asset but not a requirement
- Pleasure Craft Operator Card is preferable and can be obtained upon hire.
- Workplace Hazardous Materials Information System (WHMIS). Can be obtained upon hire.

- Ontario Class G Drivers Licence is preferable

## **APPLICANT KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge**

- Knowledge of rowing equipment including boats, oars, coaching supplies, safety equipment, outboard motors and aluminum hull boats, vehicles, trailers, training equipment, docks, boat racks, tents.
- Must have knowledge of risk management for decision making related to health and safety of self, staff & members.
- Language Requirement: English OR Bilingual competencies.

### **Skills**

- Repair rowing equipment, including carbon fiber repair and epoxy work.
- Safely operate light power tools and hand tools. This includes heat guns, trowels, drills, small saws, etc.
- Manage a repair list/ work schedule based on ORC priorities.
- Follow verbal and/or written directions/procedures.
- Operate a ½ ton pick-up truck, oftentimes towing trailers
- Communicate effectively using written, verbal, and visual methods.
- Manage time and maintain organization.

### **Abilities**

- Attention to detail and precision is a major asset.
- Highly self motivated with the ability to work independently.
- Willingness to learn new building maintenance/repair skills.
- Task oriented. Ability to follow a task list and prioritize tasks.
- Creative and resourceful.
- Reliable and trustworthy.
- Physically fit, able to lift heavy items (70lbs) and navigate stairs.
- Ability to pass a Background Check - the successful candidate will be required to complete a Vulnerable Sector Check with the Police Services

Please send your interest and resume to Adrian - ORC Administrator:

[rowing@ottawarowingclub.com](mailto:rowing@ottawarowingclub.com)

*We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.*

*The Ottawa Rowing Club promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code.*