

FACILITIES 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 includes 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

The **Facilities Maintenance Attendant** is responsible for facility & site maintenance at the ORC. The site includes the two boathouses and the grounds at the Ottawa Rowing Club (ORC) at its Ottawa River Location.

Reporting to the ORC Administrator, this position executes the regular maintenance tasks including lawn cutting, gardening, driveway cleaning, bush trimming, and minor outdoor facility repairs including repairs to docks, doors, windows, etc. Indoor tasks for this role includes cleaning the facility including gym, office, changerooms, washrooms, and boat storage areas, along with minor repairs to lighting, plumbing, and audio-visual amenities.

Along with maintenance tasks, the Maintenance Attendant is responsible for the set-up and take down of equipment in the Boathouse Wedding Venue. This is a customer facing aspect of the role that requires professional communication, cleaning, lifting, and attention to detail.

PROFESSIONAL EDUCATION AND EXPERIENCE

- High School Graduate or college/university student
- Experience in the skilled trades or custodial services is highly desirable
- Knowledge of Workplace OHSA responsibilities is desirable

CERTIFICATIONS AND LICENSES

- Certification or enrollment in a skilled trade is an asset but not a requirement
- Ontario Class G Drivers Licence is preferable
- Workplace Hazardous Materials Information System (WHMIS). Can be obtained upon hire.

APPLICANT KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- General understanding of physical facility amenities, including basic knowledge of plumbing, electrical, audio, visual, and mechanical systems.
- Basic cleanliness principles, including personal hygiene and cleanliness of a range of areas on site.
- Safe handling practices of gas, electric and hand powered tools.
- 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

- Operate light power tools including drills, reciprocating saws, circular saws, heat guns, lawn mowers, weed whackers etc.
- Operate hand tools including but not limited to, hammers, screwdrivers, pliers, cutters, pruners, etc.
- Clean bathroom facilities with attention to detail and proper chemical handling
- Follow verbal and/or written directions/procedures.
- Communicate effectively using written, verbal, and visual methods.
- Customer service skills
- Manage time and maintain organization.

Abilities

- Strong attention to detail
- Creative and resourceful
- Reliable and trustworthy
- Willingness to learn: new building maintenance/repair skills
- Highly self motivated with the ability to work independently
- Task oriented. Ability to follow a task list and prioritize tasks.
- 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

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.