



**Position: Maintenance Officer**

**Start Date:** As soon as possible

**Location:** Rideau Sports Centre (RSC), The Bridge Public House (TBPH)  
1 Donald St, Ottawa, ON K1K 4E6

**Status:** Full-time, 40 hour per week

**Compensation:** Based on experience

*Job Summary*

The Maintenance Officer will incorporate a number of different functions, responsible for the safety, functioning, physical wellness of the entire 4-acre property sport centre and restaurant indoors and outdoors. Responsibility also includes security and the health & safety of occupants (all clients and staff), ensuring all occupants are happy and getting the most from their environment – after all, the main objective is to keep a facility in the best working order possible in order to generate maximum revenue.

The Maintenance Officer will work across a range of disciplines.

- Maintenance of heating, ventilation, and air conditioning (HVAC)
- Lighting, plumbing, and electrical inspections
- Ensuring fire safety systems are in working order
- Providing emergency responses
- Building Security
- Waste management services
- Supporting staff across departments
- Cleaning and washing facilities
- Maintenance and treatment of Outdoor Pool
- Landscaping and equipment operation

**Reports to:**

The Maintenance will report to the Property Manager of Rideau Sports Centre and The Bridge Public House. This position will play a key support role both organizations and complete the day-to-day facility initiatives as required for all occupants of the property.

**Duties and Responsibilities:**

- Repairs and Maintenance
- Garbage Removal
- Lawn and Ground Maintenance

- Snow Removal
- Client & Staff Relations
- Maintenance of Fire Safety Log
- WHMIS and Other Legislation
- Familiarity with Building Plumbing, Heating and Mechanical Systems, including pools hopefully
- Maintaining Inventory of Supplies and Equipment
- Providing occupants with the right equipment and amenities
- Being compliant with health and safety regulations
- Making sure occupants are happy and safe through proper space management
- Ensuring the premises is kept secure

Administrative duties include, but are not limited to, the following:

1. Maintaining the tasks journal.
2. Delivery of letters and notices provided by the Property Manager.
3. Maintaining and documenting Property inspections (Interior & exterior).
4. Completing and returning work orders issued directly by the Property Manager.
5. Receiving packing and delivery slips on behalf of the Property Manager.
6. Issuing and responding to requests by residents and owners for service elevator use.
7. Reviewing and undertaking minor repairs within the common elements.

#### **Qualifications:**

- Completed high school and ideally college, preferably with a focus in a trade.
- Minimum 2-5 years experience in Maintenance or hands-on fixing role
- Experience in Preventative maintenance, including implementing PM schedule and work order system
- Hands on experience in pool operations. Certified Pool Operator course completion would be preferred.
- HVAC experience in fixing and preventative maintenance
- Ability to work evenings and weekends based on needs of the business
- Experience working in a fitness centre and/or restaurant environment is considered a very strong asset.
- Bilingualism is considered an asset

#### **Skills Required:**

- Hands-on ability to service, maintenance and fix onsite issues
- Highly organized and maintains a high level of professionalism at all times
- Familiarity with creating and working PO's.
- Strong ability to establish relationships
- Strong interpersonal skills



Rideau Sports Centre and The Bridge Public House are inclusive employers in every way and are committed to providing accommodations for people with disabilities. If you require an accommodation, please notify hiring manager and we will work with you to mutually address your needs.

We thank everyone that applies and will be reaching out to only those successful selected for an interview.