

Job Posting: Facilities Assistant

Part-time one-year contract (21 hours/week, primarily evenings/weekends)

POSTING #: KC-2023-001

Kemptville Campus Education and Community Centre (KCECC) is a not-for-profit corporation created by the Municipality of North Grenville (MNG) to maintain and renew the lands and buildings of the former Kemptville Agricultural College. The campus covers almost 630 acres of land, including forests, wetlands, farmland, and a “village” of buildings, soccer fields, and other recreational facilities. Our work is guided by the pillars of education and learning; health and wellness; and economic development – all within an overarching framework of climate change resilience.

Application:

The Kemptville Campus is seeking to fill the one-year (renewable), part-time position of Facilities Assistant. Interested applicants may submit a cover letter and resume outlining their qualifications in confidence to the Executive Director at **Lsutherland@kemptvillecampus.ca** by 4 p.m. on **Friday, February 3rd, 2023**.

Please quote posting no. KC-2023-001.

Reporting to the Facilities Manager and adhering to Kemptville Campus policies and procedures, the position is responsible for assisting with the upkeep of Kemptville Campus facilities and supporting events and activities on campus after normal business hours.

Responsibilities:

- **Facilities Maintenance:** Basic maintenance on Campus buildings and property, conducting safety checks, and ensuring functionality and tidiness for Campus users. Investigating alarm triggers, extreme weather events, equipment failures, power outages, security concerns, etc., and taking action as directed by the Facilities Manager.
- **Campus renewal:** Moving equipment as directed (some heavy lifting). Supporting energy efficiency through e.g., caulking, weatherstripping, and installing LED light bulbs. Painting walls, trim, doors, signage, etc.
- **Tenant and community relations/client service:** Set up and tear down for evening/weekend events, locking and unlocking doors as required for tenants and community members, including audio-visual equipment set-up and troubleshooting technical issues. Providing excellent customer service, presenting a positive image for Campus, and supporting a safe and respectful workplace.

Qualifications:

The position will require:

- Four months' related work experience (including any volunteer work and co-operative education relevant to the position)
- Secondary School Graduation Diploma or equivalent education and training

- Valid and in good standing Class G driver's license
- Basic building maintenance and repair abilities
- Basic understanding of computer and audio-visual equipment
- Physically fit to perform the essential duties of the job, including ability to lift 75 lbs.
- Demonstrated ability to work independently
- Commitment to Workplace Health and Safety
- Willingness to undergo a satisfactory Police Records Check Level 3 (Vulnerable Sector)
- Strong customer service skills and a commitment to respectful relations with diverse community members

Asset (preferred) Qualifications:

- Standard First Aid and Level "C" CPR certification, including defibrillator training
- WHMIS training

What we offer:

- \$19.75 per hour wage to start.
- 21 hours per week, including evenings/weekends, with some flexibility in hours.
- A beautiful, park-like setting to maintain, take pride in, and enjoy.
- A small but friendly and growing team (currently six staff plus two independent contractors and a dedicated team of board members) working to fulfill our Campus' mission and build a thriving education and community centre!
- For the right candidate, an opportunity to "grow with the role."

We thank all candidates for applying; only those selected for an interview will be contacted.

Kemptville Campus is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.