


# KINGSTON & FRONTENAC HOUSING CORPORATION

<b>Job Title</b>	<b>Summer Student – Maintenance Assistant</b>	
Reports to	Maintenance Department; Technical Services Supervisor	
	Start Date : April 29, 2019 Finish Date: August 30, 2019 18 week contract - Monday to Friday 8:15 – 4:15	Hours: 35/week Wage: \$15.00 per hour + 8.16% vacation
<b>GENERAL DESCRIPTION</b>		
Provides general day-to-day maintenance assistance to support the effective operation of the Kingston & Frontenac Housing Corporation, with a portfolio consisting of social housing for families and adults, affordable and market housing and administering the rent supplement program in Kingston & Frontenac region.		
<b>PRIMARY DUTIES</b> (Include, but not limited to:)		
<ul style="list-style-type: none"><li>– Participate in lawn maintenance and debris removal</li><li>– General day-to-day maintenance tasks</li><li>– Vacation relief coverage for maintenance staff</li><li>– Safety usage and hands on working with tools</li><li>– Working safely with tools</li><li>– Empty trash cans, pick-up papers/refuse</li><li>– Paint benches and picnic tables</li><li>– Assisting with annual smoke detector testing, inspections and preventative maintenance</li><li>– Special projects</li><li>– Other duties as assigned</li></ul>		
<b>QUALIFICATIONS / SKILLS / ABILITIES / WORK DEMANDS</b>		
<ul style="list-style-type: none"><li>– A satisfactory Criminal Reference Check will be required by the successful candidates at their own expense</li><li>– A clean driver’s abstract</li><li>– <b>MUST BE ENROLLED IN AND RETURNING TO FULL-TIME SECONDARY OR POST SECONDARY STUDIES IN SEPTEMBER 2019</b></li><li>– Valid class G driver’s license</li><li>– Must be of adequate stature and good physical condition to accomplish manual tasks</li><li>– Ability to work in a team environment</li><li>– Proven customer service skills</li><li>– Knowledge of WHMIS legislation, hands on and/or previous experience with use of tools and carpentry, plumbing and electrical skills</li><li>– <b>Must provide and wear green patch safety shoes</b></li></ul>		
Signature _____	Date: _____	
February 2019		