

## KINGSTON & FRONTENAC HOUSING CORPORATION

### Summer Student Job Title

### Summer Student – Maintenance Assistant

Reports to

Maintenance Department; Technical Services Supervisor



Start Date : May 21, 2020

Hours: 35/week

Finish Date: August 30, 2020

Wage: \$15.00 per hour +  
8.16% vacation

15 week contract - Monday to Friday 8:15 – 4:15

### GENERAL DESCRIPTION

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 family and adult housing, affordable and market housing and administering the rent supplement program in Kingston & Frontenac region.

### PRIMARY DUTIES (Include, but not limited to)

- participate in lawn maintenance and debris removal
- General day-to-day maintenance tasks
- Vacation relief coverage for maintenance staff
- Safety usage and hands on working with tools
- Working safely with tools
- Empty trash cans, pick-up papers/refuse
- Paint benches and picnic tables
- Assisting with annual smoke detector testing, inspections and preventative maintenance
- Special projects
- Other duties as assigned

### QUALIFICATIONS / SKILLS / ABILITIES / WORK DEMANDS

- A satisfactory Criminal Reference Check will be required by the successful candidates at their own expense
- A clean drivers abstract
- **MUST BE ENROLLED IN AND RETURNING TO FULL-TIME SECONDARY OR POST SECONDARY STUDIES IN SEPTEMBER 2019**
- Valid class G driver's license
- Must be of adequate stature and good physical condition to accomplish manual tasks
- Ability to work in a team environment
- Proven customer service skills
- Knowledge of WHMIS legislation, hands on and/or previous experience with use of tools and carpentry, plumbing and electrical skills
- **Must provide and wear green patch safety shoes**

Signature \_\_\_\_\_

Date: \_\_\_\_\_