

THE CORPORATION OF THE COUNTY OF WELLINGTON

Office of the CAO Department
Property Services Division

Requires two

Maintenance Students

This position reports directly to the Property Services Coordinator. The position is responsible for assisting with the maintenance and minor repair services within the County of Wellington Administration buildings, Libraries and Police Services buildings. The Maintenance Student works approximately 37.5 hours per week; beginning in May and ending in September. This position will work out of 74 Woolwich Street, Guelph.

The minimum qualifications for this position include:

- Enrolment in a secondary school, college or university and be returning for full time studies.
- Ability to communicate effectively and work independently.
- Proof of a valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

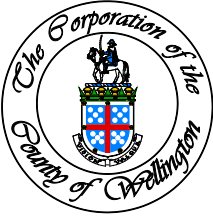
This position offers an hourly range of \$17.50 to \$19.00 (2023 Student Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #032STUD-23** by **Friday, February 3 at 12:00 pm**.

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Maintenance Student	Reports to: Property Services Coordinator
Department: Office of the Chief Administrative Officer	Positions Supervised: 0
Effective:	Revised: January 2023

BASIC FUNCTION:

This position reports directly to the Property Services Coordinator. The position is responsible for assisting with the maintenance and minor repair services within the County of Wellington Administration buildings, Libraries and Police Services buildings.

PRINCIPAL RESPONSIBILITIES:

Under the guidance of the Property Services Coordinator, the Maintenance Student has the following duties and responsibilities:

- General grounds maintenance.
- Assist with preventative maintenance and minor repairs as required.
- Respond to maintenance requests from staff in a timely and professional manner.
- Collect recycling and put out for pickup.
- Assist in moving of office furniture etc as required.
- Maintain all storage and utility areas in a neat and safe manner.
- Other duties and work at off site locations as required.

PROBLEM SOLVING RESPONSIBILITIES:

- Review priorities and follow-up with Supervisor regarding any issues that may arise.

CONTACTS:

- Internal: Daily contact with staff at all levels
- External: Contractors, Suppliers

MINIMUM QUALIFICATIONS:

- Enrolment in a secondary school, college or university and be returning for full time studies.
- Ability to communicate effectively and work independently.
- Proof of a valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

CONDITIONS OF EMPLOYMENT:

- Police Vulnerable Sector Check
- Proof of a valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

OTHER:

- Head Office Location: Administration Centre, 74 Woowich Street, Guelph.
- Off-site work locations: throughout the County of Wellington.
- Regular work week: 37.5 hours per week.