

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the 18-week seasonal position of **Property Management Summer Student**.

Summary: Under the direction of the Property and Project Manager, the Property Management Summer Student will be responsible for assisting in the development and implementation of the Preventative Maintenance Program for the Town's Facilities. The CMMS (Computerized Maintenance Management System) is moving from RFAM to CityWide Maintenance Manager. The Individual will work alongside the Property Management Team members and will gain hands-on experience in setting up the CMMS. This includes data entry to update equipment information and the new preventative maintenance program. This 18-week position of 36.25 hours/week is ideal for a student attending post-secondary school who is seeking experience in Property or Project Management.

Qualification/Experience:

1. Currently enrolled in a Facilities, Property or Project Management related post secondary program
2. Previous experience with Microsoft 365 and CityWide Maintenance Manager or similar CMMS
3. Strong data entry skills
4. Understanding of preventative maintenance principles and the ability to communicate technical concepts
5. Computer literacy utilizing Microsoft Office Suite, computerized maintenance management system (CMMS) and related software, and
6. A Vulnerable Sector Check (valid to 6 months of employment).

The 2024 pay grid for the position is \$17.56 - \$22.33 based on a 36.25-hour work week.

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 2:00 p.m., Wednesday, March 20, 2024, quoting "Property Management Summer Student" by mail: Town of Carleton Place, Attn Human Resources, 175 Bridge Street, Carleton Place, ON K7C 2V8 or email hr@carletonplace.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Property Management Department
DIVISION:	N/A
JOB TITLE:	Property Management Summer Student
EMPLOYEE GROUP:	Non-Union
PAY GRID:	2
SUPERVISOR:	Property and Project Manager
REVISION DATE:	February 2024

POSITION SUMMARY:

Under the direction of the Property and Project Manager, the Property Management Summer Student will be responsible for assisting in the development and implementation of the Preventative Maintenance Program for the Town's Facilities. The CMMS (Computerized Maintenance Management System) is moving from RFAM to CityWide Maintenance Manager. The Individual will work alongside the Property Management Team members and will gain hands-on experience in setting up the CMMS. This includes data entry to update equipment information and the new preventative maintenance program. This 18-week position of 36.25 hours/week is ideal for a student attending post-secondary school who is seeking experience in Property or Project Management.

DUTIES AND RESPONSIBILITIES:

1. Assists in the development of the work order inspections, work orders and preventative maintenance program;
2. Completes data entry tasks that includes updating building and equipment data information; and preventative maintenance work orders provided by the Property Management Team;
3. Engage with other departments for feedback on the data information entered when required;
4. Documents processes and maintains records for Property Management Team for future data inputting;
5. Provides input to assist with a successful completion of the project;
6. Assists with troubleshooting and resolving issues in a timely manner;

7. Assists with the development and training on the implementation of the preventative maintenance program to the Property Management Team.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Property and Project Manager.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

1. Currently enrolled in a Facilities, Property or Project Management related post secondary program.

EXPERIENCE:

Previous experience with Microsoft 365 and CityWide Maintenance Manager or similar CMMS.

SKILLS AND COMPETENCIES:

1. Strong data entry skills;
2. Understanding of preventative maintenance principles and the ability to communicate technical concepts;
3. Strong problem-solving skills and the ability to work independently and in a team;
4. Advanced experience with Microsoft Excel would be considered an asset;
5. Strong leadership and organizational skills;
6. Excellent verbal (courtesy, tact, discretion, explanation, judgement, and presentation skills) and written communication skills including grammar/spelling;
7. Demonstrated commitment to personal and professional development; and
8. Computer literacy utilizing Microsoft Office Suite, computerized maintenance management system (CMMS) and related software.

WORKING CONDITIONS:

This position is scheduled to work 7.25 hours per day, 36.25 hours per week in an office environment and some travel within the municipality to various locations for inspections and meetings.

PHYSICAL DEMANDS:

The position requires intense visual skills; ability to sit for long periods of time; ability to stand for long periods of time; use of hands; and repetitive physical actions.

ENVIRONMENTAL CONDITIONS:

The position may have to serve a number of people at one time and frequent interruptions may be common. The environment may be busy and noisy. The employee must be an excellent communicator and be able to manage various issues with staff and the public.

MENTAL DEMANDS:

Excellent organizational and time management skills will be needed to complete the required tasks. It may be necessary to manage a few requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Professional consultants, trades; contractors; suppliers of services and equipment.