



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

## Career Opportunity

### Maintenance and Material Handling Person

Closing Date 2023-05-31.

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**Reference:** 2223-2023-284

**Rate of pay:** \$43,140 - \$54,585 annually

**Classification:** OSG-I

**Outcome:** Permanent and temporary

**Work environment:** On-site

**Work location:** Ottawa, Ontario

**Service area / Division:** Parliamentary Precinct Operations / Building Support Services

**Area of selection:** Open

**Language requirements:** A-A

#### About the role

The House of Commons Parliamentary Precinct Operations Services is currently looking to staff the Maintenance and Material Handling Person position.

The House of Commons Parliamentary Precinct Operations Services is responsible for providing efficient and modern operational services to Members of Parliament and the House Administration while ensuring a functional work environment.

More specifically, Maintenance and material handling services provide a 24-hour, 7-day-a-week operation that includes office cleaning, custodial services, material handling, room set-up services, heritage preservation, a recycling program and special services throughout six Parliamentary Precinct buildings. Some services are extended to several satellite buildings.

As part of this team, you will be accountable for: the provision of quality and effective cleaning of all indoor space for the preservation, appearance and condition of interior finishes within the Parliamentary Campus, quality and effective cleaning services for outdoor courtyards and building entrances, Food Services areas and special events, timely delivery and pick up of materials and supplies, and for timely room set ups and equipment installations for events; performing office moves; making a significant contribution to the Greening the Hill program through the collection of recyclable and compostable materials; and performing, as required, other tasks of a physical nature.



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## Top reasons to join the team

If you are a team player and enjoy working in a collaborative and operational environment, this position may be for you. You will play a key role in providing exceptional client service by performing a variety of operational tasks on Parliament Hill. As part of this dedicated team, you will be exposed to many facets of the organization by working closely with many other services and partners. Professionalism, tact and diplomacy will be required to perform the work.

## What you need

<b>Education</b>	<ul style="list-style-type: none"><li>▪ Secondary School Diploma OR an acceptable combination of education, training and/or relevant experience</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Experience in performing industrial or commercial custodial cleaning functions; and/or;</li><li>▪ Experience in material handling and room set-ups (pick-up, delivery and handling of goods and furniture);</li><li>▪ Experience in operating a computer in a work environment (e-mail, Internet).</li></ul>
<b>Other</b>	<p><b>The following will be considered to be assets:</b></p> <ul style="list-style-type: none"><li>▪ Valid WHMIS 2015 for Workers certification;</li><li>▪ Working at Heights Certification or equivalent;</li><li>▪ Experience with customer service</li></ul> <p><b>You must be willing and able to:</b></p> <ul style="list-style-type: none"><li>▪ Work weekends and shiftwork (day, evening and night);</li><li>▪ Work overtime or irregular hours, on short notice;</li><li>▪ Wear CSA-approved boots;</li><li>▪ You must be able to work at heights from 4 to 25 feet.</li></ul>

## Outcome

Staff the position of Maintenance and Material Handling Person on an indeterminate (permanent) OR determinate basis (temporary).

Create a pool of potential candidates that may be considered to staff future vacancies for this position or for other similar and/or related positions on an indeterminate and/or determinate basis. Consideration may be given to candidates with other linguistic profiles.

## Competencies

Candidates will be evaluated against the House of Commons Administration Competency Framework – Operations.

## Our commitment to inclusion, diversity, equity, and accessibility

The House of Commons Administration is committed to being a leader in inclusion, diversity, equity and accessibility. We continuously evolve our practices and design them in such a way as to ensure that everyone can equitably participate to the upmost of their abilities. As “One House,” we leverage diversity in all its forms and recognize that everyone has valuable contributions to make and the potential for individual growth.



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## Apply and learn more!

If you dream of joining an organization that is small enough for you to be noticed, but big enough to provide you with a meaningful career, then we want to hear from you! We carefully review all applications and contact candidates retained for further consideration in a timely manner. Click on “Essential information” below to learn more about our selection process.

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