



JOB DESCRIPTION

JOB TITLE:	Information Tech Support – Canada Summer Jobs
DEPARTMENT:	Building Services / IT
CLASSIFICATION:	Student
REPORTS TO:	Building Services & Emergency Response Coordinator
HOURLY RATE:	\$18.96

JOB SUMMARY:

Under the direction of the Building Services & Emergency Response Coordinator, the Information Tech Support will assist with technology & building systems, network cabling, data entry, documentation & equipment recycling. This role contributes to the smooth functioning of both technical infrastructure and building operations through hands-on tasks, digital documentation, and administrative support. This opportunity requires teamwork, communication, collaboration and commitment to learning, including receiving constructive feedback.

This position is a **temporary full time position** funded through the Canada Summer Jobs Grant, and aligned with both Federal and Member of Parliament priorities. The student worker is required to have a commitment to the vision, mission and values of Menno Place and perform duties following Menno Place policies and procedures, ensuring the provision of Resident and Family Centred Care (RFCC).

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

DUTIES & FUNCTIONS:

- **Network Cabling/Tracing/Labeling:** Assist with organizing and labeling network cabling, ensuring accurate documentation and easy identification of connections.
- **Camera System Mapping:** Help map the layout and connectivity of security camera systems across the facility.
- **IoT Documentation:** Support the documentation and cataloging of Internet of Things (IoT) devices within the building systems, including sensors and smart devices.
- **Building Systems Setup:** Contribute to the setup of building systems such as temperature sensors, light controls, and other automated systems.
- **Computerized Maintenance Management Setup:** Assist in setting up and managing a computerized maintenance management system (CMMS), ensuring proper tracking and documentation of

maintenance requests and work orders.

- Documentation: Help label and document various equipment, communication gear, and technology systems in the building. This includes writing clear, concise how-to guides for basic equipment and systems usage.
- Building Systems: Assist in troubleshooting and setting up systems related to heating, cooling, lighting, and ventilation in the facility.
- Recycling Equipment: Support in organizing and recycling old or unused equipment, particularly in the server room and storage room, in alignment with Electronic Recycling Association (ERA) standards.
- Network Cabling/Tracing/Labeling: Assist with tracing, organizing, and labeling network cables, ensuring a clean, functional infrastructure.
- Assist with data entry, file updates, and digital record organization as assigned.
- Support with updating, formatting, and organizing emergency plan documents, ensuring accuracy and proper version control.
- Utilize MS Word to edit, format, and maintain documentation related to building systems and emergency planning.

QUALIFICATIONS

Education, Training and Experience

- Post-secondary students in a direct or related field of studies are preferred.
- Strong interest in building systems, technology infrastructure, and documentation processes.
- Previous experience with network cabling or building systems is an asset.
- Comfortable working with hands on tasks such as cabling, equipment set up and labeling.
- Proficiency in MS Word and previous experience with data entry.

As per the Canada Summer Jobs program, eligibility requirements are:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment** and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Skills and Abilities

- Demonstrated ability to communicate effectively in English both verbally and in writing.
- Demonstrated ability to follow instructions and work independently, while also contributing to team projects.
- Excellent organizational skills.
- Demonstrated ability to organize and utilize resources as provided.
- Self-confident in learning abilities with a willingness to ask questions.

Health & Safety

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.

- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

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