



MAINTENANCE WORKER 185-21-1
OGWADENI:DEO, SOCIAL SERVICES
Part-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 27, 2021** for the Maintenance Worker with Ogwadeni:deo, Social Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Maintenance Worker reports to and works under the direction and supervision of the Executive Administrator in ensuring that all general maintenance duties, repairs, and cleaning of the Ogwadeni:deo building, grounds, and all operating equipment are kept up to date for cleaning walkways for all seasons. The Maintenance Worker works to develop and maintain a systematic preventative maintenance schedule for Ogwadeni:deo and works within the policies and procedures established by Six Nations of the Grand River.

Type	Part-Time
Closing Date	October 27, 2021
Term:	Permanent
Hours of Work	Variable; 25 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Must have College Diploma in Building Maintenance Mechanic with a minimum of two year's work related experience OR
- Ontario Secondary School Diploma; or equivalency; with three (3) year's work related experience
- Must have Class "G" license in good standing order
- Must submit a favorable criminal reference check and vulnerable sector screening
- Must be willing to work flexible hours
- Will be Ogweho:weh in preference to other applicants.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Maintenance Worker – Part-Time – 185-21-1

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c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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Part-Time Maintenance Worker

Guiding Values for our Code of Practice

- Ganigo'hi'jo/Ka'nikonhri:io (Good Mind)
- Adenidaohsra'/Onkwa'tenniten:ro (Compassion and Kindness)
- Dedwadadrihwanohkwa:k/Onkwatennitenrosera (Respecting one another)
- Degayenawa'ko:ngye/Tetewaterihwakwenyenhsthak (Working together)
- Dewagagenawako:ngye'/Tetewayenwakontye (Assisting one another)
- Esadatgehs/Enhsatatkenhse (Self-reflection on actions taken)
- Gaihwaedahgoh/Karihwayentahkwen (Taking responsibility)
- Gasgyao:nyok/Kahretsyaronhsera (Encouragement)
- Gasasdenhsra/Ka'shatstehsera (Strength/supportive to one another)
- Drihwawaihsyo/Ka'nikonhratoken (Honest and moral conduct)
- Oihwadogehsra'/Yorihwato:ken (Being truthful and consistent)
- Sgeno/Sken:nen (Peaceful thoughts and Actions)

REPORTING RELATIONSHIP

The Part-Time Maintenance Worker reports to and works under the direction and supervision of the Executive Administrator and adhere to the guiding values of the Code of Practice.

PURPOSE AND SCOPE OF THE POSITION

The Part-Time Maintenance Worker reports to and works under the direction and supervision of the Executive Administrator in ensuring that all general maintenance duties, repairs and cleaning of the Ogwadeni:deo building, grounds and all operating equipment are kept up to date for cleaning walkways for all seasons. Develop and maintain a systematic preventative maintenance schedule for Ogwadeni:deo.

RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AN YOUTH

- Promote the Ogwadeni:deo philosophy, goals and objectives
- Acts in a professional appropriate manner when supporting community, families, children and youth
- Will ensure all duties of the Part-Time Maintenance Worker are adhered to maintain contact with administration staff
- Perform projects as assigned

Maintenance Functions:

- Complete daily cleaning which includes: sweep, mop scrub, vacuum the floors
- Empties trash cans and other waste containers
- Washes interior walls and ceilings and dusts
- Orders cleaning supplies
- Attends trainings as approved by Immediate Supervisor
- Pick up of large supply boxes, heavy deliveries
- Moves furniture, paints, washes exterior/interior windows as required
- Opens and locks building when advised by the staff
- Checks on a monthly basis, that fire extinguishers and emergency lighting fixtures throughout the buildings are operational
- Coordinates minor repairs to heating, cooling, ventilating, plumbing and electrical systems
- Requisition supplies and equipment needed for cleaning and maintenance duties
- On call 24 hours a day 7 days a week to reset security alarm

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- Coordinates the removal of trash and recyclables to the property bins

Ground Maintenance:

- Snow and salt walkway as required
- Snow removal of sidewalk and monitor as required
- Maintenance of grounds, including grass cutting, weed eating and minor landscaping around client entrance walkway

OGWADENI:DEO THE AGENCY

- Maintain a logbook for all activities
- Determine repairs that are required to be carried out by qualified trades, obtains estimates (following the financial policy) for minor repairs and authorizes the work to be completed
- Will perform general maintenance and repairs
- Maintain and comply with all warranties in effect regarding equipment and tools as required under her/his care and control
- Carry out on-call duties as required
- Schedule and oversee the work of independent contractors to ensure repairs are carried out as prescribed internally and landlord responsive for external repairs
- Maintains a priority log of repairs required and repairs/renovations

HONEST AND MORAL CONDUCT

- Obtain quotes from qualified trades to complete major work/repairs if necessary and forwards for approval to proceed
- Secure the necessary materials and equipment required to completed the work
- Arm/Disarm security system; lock/unlock main entrance for building 24/7 per week
- Ensure a recording of all inventory, equipment and equipment warranties are maintained

BEING TRUTHFUL AND CONSISTENT

- Responds to staff questions and concerns relating to the maintenance duties within the building, through work order process

ASSISTING ONE ANOTHER

- Performs other related duties as determined by the Executive Administrator required and are reasonable for the position.

WORKING CONDITIONS

Work requires aptitude in all areas of building maintenance including mechanical, electrical, carpentry, painting, drywall and waste management; involves extensive physical activity; required to work inside and outside in inclement weather conditions; involves travel and some interaction with the public; subject to interruptions and subject to unscheduled hours; ability to take direction and work independently. This position can also involve physically dangerous situations.

STRENGTH/SUPPORTIVE TO ONE ANOTHER

With the Ogwadeni:deo Executive Administrator:

Takes direction from and works closely with the Executive Administrator on a day-to-day basis in supporting his/her obligations

With Other Ogwadeni:deo Managers and Staff:

Ensures tasks are done efficiently and effectively in a manner that promotes courtesy, cooperation and teamwork with all staff

With The Community:

Promotes the Ogwadeni:deo Program in a courteous, cooperative and professional manner

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SELF-REFLECTING ON ACTIONS TAKEN

Errors in carrying out the responsibilities of the position could result in:

- Loss of credibility, trust and public confidence in the Ogwadeni:deo Program
- Harm or injury to employees or the public
- Legal and/or financial liabilities

TAKING RESPONSIBILITY

Works within the parameters set out in the Ogwadeni:deo Employment policy and procedures as directed by the Executive Administrator. Takes ownership and responsibility for the quality and timeliness of work commitments.

QUALIFICATIONS

Basic/Mandatory Requirements

The successful applicant:

- Must have College Diploma in Building Maintenance Mechanic with a minimum of two year's work related experience OR
- Ontario Secondary School Diploma; or equivalency; with three (3) year's work related experience
- Must have Class "G" license in good standing order
- Must submit a favorable criminal reference check and vulnerable sector screening
- Must be willing to work flexible hours
- Will be Ogweho:weh in preference to other applicants.

Knowledge Requirements

The successful applicant:

- Must possess excellent working knowledge of a building maintenance including minor electrical, plumbing, heating and carpentry, painting and waste management Knowledge of Workplace Hazard Materials Information System (WHMIS)
- Knowledge of Health & Safety procedures
- Possess ability to prioritize and assign multiple tasks

Ability Requirements

The successful applicant will demonstrate ability to:

- Relates and communicate effectively with the Manager and other staff
- Possess initiative and ability to work independently
- Multi-tasks and works productively in some stressful situations
- Maintains confidentiality
- Maintains a high level of accuracy

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Ogwadeni:deo reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

Ogwadeni:deo is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Ogwadeni:deo Code of Practice.

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