



MAINTENANCE WORKER 144R3-21-1
STONERIDGE, SOCIAL SERVICES
Full-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, **December 8, 2021**, for the Maintenance Worker position with Stoneridge, 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.vscyberhosting.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 reports to and works under the direction and supervision of the Supervisor of Child Care Services Stoneridge Children's Centre. The Maintenance worker is responsible for the custodial care of the building, grounds, walks, furnishings and equipment. Developing and recording a preventative maintenance system and tracking warranties and repairs. The maintenance worker is responsible for meeting the cleaning and sanitizing requirements of the Child Care and Early Years Act. **This is a 35 hours per week SPLIT – SHIFT position with some weekend work required.**

Type	Full Time
Closing Date	December 8, 2021
Hours of Work	35 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Will have a Grade 12 (or Grade 12 Equivalent diploma)
- Will have a minimum two years' experience in office or residential cleaning
- Must have good organizational skills
- Must possess a valid class G Ontario Driver's License
- Must pass a criminal/vulnerable sector check
- Must sign and submit an offence declaration every calendar year in which a vulnerable sector check to be obtained
- Must submit and ensure immunizations are up to date
- Must submit a health assessment as according to Child Care and Early Years Act
- Must have a valid first aid/CPR certificate or willing to obtain
- Will have knowledge of and demonstrated practice of sanitation procedures
- Will have knowledge in minor repairs with basic skills in plumbing, electrical, and carpentry repairs
- Will have WHMIS training or willing to obtain within 30 days of employment.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.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.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Method #2: Mailed or Hand Delivered – 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 – Full Time – 144R3-21-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



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



MAINTENANCE WORKER CHILD CARE SERVICES

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Supervisor of Child Care Services Stoneridge Children's Centre.

PURPOSE AND SCOPE OF THE POSITION:

The Maintenance worker is responsible for the custodial care of the building, grounds, walks, furnishings and equipment. Developing and recording a preventative maintenance system and tracking warranties and repairs.

The maintenance worker is responsible for meeting the cleaning and sanitizing requirements of the Child Care and Early Years Act.

This is a regular schedule 35 hour/week SPLIT – SHIFT position with some weekend work required.

DUTIES AND RESPONSIBILITIES:

TECHNICAL:

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- Clear walks and entrances of debris, snow and ice (seasonal)
- Clear grounds/parking/sidewalks of garbage/debris
- Maintain shrubs, flower beds, water grass, rake leaves (seasonal)
- Staining of building and other exterior building repairs, such as caulking of windows/doors
- Daily grounds and premises check
- Garden preparation
- Landscaping – grass cutting, weed eating
- Check and tighten all hinges on cupboards and storage units
- Check water heater, drain as required
- Check fences, sheds for damage
- Check and replace any burnt out light fixtures including emergency lighting
- Clean exterior windows/glass
- Vacuum all carpeted areas
- Check all windows/screens
- Unlock playground gates
- Remove garbage nightly or as required
- Maintain work area

ADMINISTRATION:

- Records and maintain a daily log
- Ensures compliance with all warranties incorporating a preventive maintenance schedule
- Maintaining an inventory of all equipment and cleaning supplies
- Organizing and carrying out daily, weekly/monthly seasonal cleaning schedule
- Works within the program budget
- Troubleshoots and responds to emergencies related to the equipment, alarm and sprinkler system as needed
- Report to supervisor of any maintenance issues that require outside services
- Coordinate and schedule contractors that maybe required to provide service.

COMMUNICATIONS & LIAISON

- Attend and participate in regular staff meetings as required/directed
- Identifying to the Supervisor any necessary repairs
- Attend training/workshops as required
- Courteous to parents and children as required

OTHER RELATED DUTIES:

Any other related duties as assigned by the Child Care *Supervisors* which includes, but is not limited to, participation in the Six Nations Emergency Response Plan, Pandemic Plan of Response, Crisis Services and the Tragic Events Response Team.

WORKING CONDITIONS:

- Patience and flexibility working around children in the work environment
- Working in a climate-controlled environment except for outside yard maintenance duties
- Some after hours participation for staff meetings, parent meetings, and other planned activities
- May involve some travel by car using own method of transportation

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- Flexibility in work hours as required
- Lifting and moving furnishings, supplies, and equipment daily,
- Ensuring the grounds and buildings are inspected and free from hazards;
- Maintain confidentiality'
- Work is conducted in accordance with the Six Nations Health and Safety Guidelines, Six Nations Child Care Procedures and guidelines, and Occupational Health and Safety Act
- Working as part of the Social Services Maintenance Team.

WORKING RELATIONSHIPS:

Works with the Supervisor of Child Care Services

Receives supervision, instruction, direction and guidance in planning, priorities and interactions to ensure tasks are done efficiently and effectively.

With the Directors and Managers

Acting as a resource providing information and assistance in a cooperative and courteous manner.

With the Community

Working in a cooperative and courteous manner that represents and promotes Six Nations Council and the Social Services Department,
Familiar with Six Nations Council Employment and Health and Safety policies and procedures.

KNOWLEDGE AND SKILLS:

- Minimum Qualifications
- Will have a Grade 12 (or Grade 12 Equivalent diploma)
- Will have a minimum two years experience in office or residential cleaning
- Must have good organizational skills
- Must possess a valid class G Ontario Driver's License
- Must pass a criminal/vulnerable sector check
- Must sign and submit an offence declaration every calendar year in which a vulnerable sector check to be obtained
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- Will have WHMIS training or willing to obtain within 30 days of employment.

Other Preferred Qualifications

- Excellent written and verbal communication skills
- Must have excellent organizational skills and an ability to work independently and as a strong leader, with respectable interpersonal skills
- Will be Native in preference to other applicants
- Knowledge of general health and safety procedures

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- Ability to be patient, and have the ability to relate to children and adults with equal respect and dignity, regardless of life experience's, culture and values

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy, Child Care Services and the Six Nations Social Services values, principles and Mission statement.

Works within the policies and procedures established through service contract by the Six Nations of the Grand River Elected Council and the funding agency (Ministry of Education) and within the legislation of the Child Care and Early Years Act.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the position. It is not to be understood as 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. Six Nations Child Care Services 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

Six Nations Child Care Services 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 Six Nations Council policies.