



MAINTENANCE WORKER 082R2-22-1
ADMINISTRATION, 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, **June 29, 2022**, for the Maintenance Worker with Administration, 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 Worker reports to and works under the direction and supervision of the Maintenance Lead. The Maintenance Worker is responsible for cleaning and general maintenance and repair of the Social Services buildings, grounds and all equipment. This is part time evening and weekend with flexibility to cover day duties when needed. The Maintenance Worker works within the policies and procedures established by Six Nations of the Grand River.

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| Type | Part Time |
| Closing Date | June 29, 2022 |
| Term: | Permanent |
| Hours of Work | Variable up to 35 hours per week |
| Wage | \$19.00/hr |

BASIC QUALIFICATIONS:

- Secondary school (grade 12) diploma or equivalent.
- 4 months experience of commercial/office cleaning and/or demonstrated ability in commercial/office cleaning and grounds maintenance.
- Will be Native in preference to other candidates.
- Must have a valid class “G” Ontario driver’s license.
- Must pass a criminal records check.
- Will be required to submit a favourable medical health assessment.
- Knowledge of Workplace Hazardous Materials Information System (WHMIS).
- Knowledge of health and safety procedures.

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 Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 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.

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.

5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Maintenance Worker – Part Time – 082R2-22-1
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(s)
SOCIAL SERVICES ADMINISTRATION

REPORTING RELATIONSHIP:

Reports to and works under the direction of the Maintenance Lead Worker and /or designate.

PURPOSE AND SCOPE OF THE POSITION:

The Maintenance Worker is responsible for cleaning and general maintenance and repair of the Social Services buildings, grounds and all equipment. This is part time evening and weekend with flexibility to cover day duties when needed. Variable hours up to 35 hours per week.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL:

- Follow a systematic preventative maintenance schedule for the Social Services building.
- Arm/Disarm security system, lock/unlock main entrances.
- Cleaning of building in accordance with needs on daily, weekly, monthly and seasonal/yearly duties.
- Grounds maintenance which includes but is not limited to, seasonal duties such as snow removal on sidewalks in the winter and grass cutting in the summer months.
- Make minor repairs to plumbing and electrical fixtures.
- Maintain any tools and equipment, etc. under his/her care and control.
- Maintain and comply with all warranties in effect regarding tools and equipment, etc. under his/her care and control.
- Open/close and tidy after rentals.

2. ADMINISTRATIVE:

- Maintain an inventory of all equipment and cleaning supplies.
- Record and complete daily cleaning and disinfecting logs.
- Submit time sheets and/or travel claims.
- Record and maintain data information sheets as requested.

3. COMMUNICATIONS & LIAISON

- Attend meetings/training as required or directed.
- Report and make recommendations for any repair work that is needed.
- Follow and report damage, cleaning supply needs to the daytime maintenance.

4. OTHER RELATED DUTIES:

Any other related duties as assigned by Supervisor or designate and participation in the Six Nations Community Emergency Measures Plan.

WORKING CONDITIONS:

- Work may involve lifting and moving of furnishings, supplies and equipment.
- Involves some travel, may have to use own vehicle to perform work related duties.
- Flexibility in work hours and primarily evenings and weekends;

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- Patience and flexibility working around children in the work environment.
- Works in a climate-controlled environment except for daily outside work.
- Works alone at times and must demonstrate self- discipline and self- initiation

WORKING RELATIONSHIPS:

With the Maintenance Lead, Day Maintenance Worker and Social Services Administration

Receives direction and guidance. Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

Works cooperatively with staff/other agencies with courtesy, cooperation and teamwork.

Provides information and assistance. Works in a cooperative and courteous manner.

With the Community

Represents and promotes Six Nations Council, and Social Services in a courteous, cooperative and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- Secondary school (grade 12) diploma or equivalent.
- 4 months experience of commercial/office cleaning and/or demonstrated ability in commercial/office cleaning and grounds maintenance.
- Will be Native in preference to other candidates.
- Must have a valid class “G” Ontario driver’s license.
- Must pass a criminal records check.
- Will be required to submit a favourable medical health assessment.
- Knowledge of Workplace Hazardous Materials Information System (WHMIS).
- Knowledge of health and safety procedures.

Other Preferred Qualifications

- Good communication skills; verbal and written.

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, 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.

Works within the Six Nations of the Grand River 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.