



ASSISTANT CARETAKER MAINTENANCE MECHANIC 136R6-21-2
PARKS AND RECREATION
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, **July 6, 2022**, for the with (Sub-department- Department) 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 Assistant Caretaker Maintenance Mechanic reports to and works under the direction and supervision of the Maintenance Team Leader or the Assistant Maintenance Team Leader and the Caretaker Maintenance Mechanics, if the Team Leader is absent. The purpose and scope of the position is to assist the Maintenance Staff in implementing the caretaking and maintenance services for all recreation facilities such as:

- * Gaylord Powless Arena
- * Community hall
- * Parks & Recreation Office
- * Horse barn
- * Ball diamonds
- * Chiefswood Tent and Trailer Park
- * ball diamond concession booth/washrooms
- * horse track

under the control of the Six Nations Parks and Recreation Department, within the policies and procedures established by the Six Nations Council.

Type	Part Time
Closing Date	July 6, 2022
Hours of Work	Variable up to 24 hours
Wage	\$16.00/hour

BASIC QUALIFICATIONS:

- Successful completion of Grade 10 Education and a minimum of 6 months of experience in caretaking and maintenance services.
- Be mechanically inclined, experience in lawn care and general cleaning would be an asset.
- Ability to work with minimal supervision and to organize work priorities to meet all deadlines.
- Be physically fit and able to do light lifting tasks.
- Excellent verbal and written communication skills.
- Knowledge of how to complete administration forms, log books and work schedules.
- Willingness to work irregular hours, especially during the evenings and weekends.
- Willingness to undergo a Police Background Check.
- Certification in First Aid and CPR Training would be an asset. If one does not have this certification, must be willing to take the First Aid and CPR Training.

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 Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@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:

Assistant Caretaker Maintenance Mechanic – Part Time – 136R6-21-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION

POSITION TITLE: Assistant Caretaker Maintenance Mechanic

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Maintenance Team Leader or the Assistant Maintenance Team Leader and the Caretaker Maintenance Mechanics, if the Team Leader is absent.

PURPOSE and SCOPE of the POSITION:

To assist the Maintenance Staff in implementing the caretaking and maintenance services for all recreation facilities such as:

- * Gaylord Powless Arena
- * Community hall
- * Parks & Recreation Office
- * Horse barn
- * Ball diamonds
- * Chiefswood Tent and Trailer Park
- * ball diamond concession booth/washrooms
- * horse track

under the control of the Six Nations Parks and Recreation Department, within the policies and procedures established by the Six Nations Council.

RESPONSIBILITIES are ASSISTING FULL-TIME STAFF in:

Maintaining the exterior and the interior of all facilities and performs minor repairs as required.

Clean-up and removal of all debris on a daily basis. Ensures the garbage containers are placed in convenient areas for users.

Maintaining floors by stripping, scrubbing, and waxing as required. Ensures all floors are cleaned regularly to ensure they are clean, dry and safe for public use. Dusts, washes, waxes and buffs floors before scheduled events. Washes all mirrors, windows and glass doors.

Sanitizing of all washrooms and shower fixtures daily. Makes necessary repairs and replenishes supplies as required.

Maintains a safe and clean environment at the Six Nations Sports and Cultural Memorial Centre grounds (also known as the Fairgrounds) and at Chiefswood Tent and Trailer Park.

Assists to ensure the conduct of the patron falls within the facility rules and regulations. Responsible to notify the Six Nations Police, Fire, Emergency Medical Services when situations require emergency attention.

RESPONSIBILITIES are ASSISTING FULL-TIME STAFF IN (continued):



Maintaining an inventory of supplies, equipment, appliances and machinery belonging to the Six Nations Parks and Recreation Department.

Assists with the opening and closing all facilities under the control of the Parks and Recreation Department when required by the public.

Attendance at training courses, workshops, meetings and seminars as directed by the Maintenance Team Leader.

Performs related duties as may be required by the Full-time Parks and Recreation Maintenance Employees.

WORKING CONDITIONS:

Major element is that peak activity hours are usually during leisure hours such as late afternoons, evenings and weekends. Working hours vary from week to week and are subject to the demand of the facilities, which are used primarily during the evenings and weekends.

Core working hours will be set according to a rotational work schedule, which will involve day and night shifts.

Work requires strenuous physical activity; is subject to interruptions, deadlines and unscheduled hours. Interruption can be expected anytime.

Involves some public profile and scrutiny because the general public are the primary users of the recreation facilities.

The seasons of the year dictate indoor and outdoor duties as required.

WORKING RELATIONSHIPS:

With the Maintenance Team Leader:

Receives some direction, guidance and interacts to ensure tasks are done efficiently and effectively; monitors work schedule and maintains time sheet records.

With the Assistant Maintenance Team Leader and Caretaker Maintenance Mechanics:

Receives direct supervision, guidance and interacts to ensure tasks are done efficiently and effectively. Receives instruction and supervision during the applicable work shift.

With other Parks and Recreation Staff and other Council Staff:

Exhibits courtesy, co-operation and teamwork.

With the Public:

Represents and promotes the Six Nations Parks and Recreation Department in a courteous, positive and cooperative manner. To have knowledge of current events happening at the recreation facilities and of other community events. Willing to assist the facility customer with set-up and take down duties.

Maintains accessibility during events. Promotes the proper use of areas and facilities.



KNOWLEDGE and SKILLS:

Successful completion of Grade 10 Education and a minimum of 6 months of experience in caretaking and maintenance services.

Be mechanically inclined, experience in lawn care and general cleaning would be an asset.

Ability to work with minimal supervision and to organize work priorities to meet all deadlines.

Be physically fit and able to do light lifting tasks.

Excellent verbal and written communication skills.

Knowledge of how to complete administration forms, log books and work schedules.

Willingness to work irregular hours, especially during the evenings and weekends.

Willingness to undergo a Police Background Check.

Certification in First Aid and CPR Training would be an asset. If one does not have this certification, must be willing to take the First Aid and CPR Training.

IMPACT of ERROR:

Errors in judgement for operating and maintaining the recreation facilities and machinery may subject co-workers and the public to unsafe working conditions, which may lead to injury.

Errors in judgement and control of facility procedures could result in facility rental cancellations; confusion, financial losses, legal problems, lowers safety standards and very unfavourable public relations.

CONTROL:

Guiding principles set by the Maintenance Team Leader, Assistant Maintenance Team Leader and the Director of Recreation Director.

Works within the administrative policies and procedures established by the Six Nations Council for the Parks and Recreation Department.



TRAINING PLAN

Weeks 1 & 2 - Orientation

- Introduction to each recreation facility. Tour each facility to learn areas that the Maintenance Staff are responsible for such as supply, equipment and storage rooms and how to fill out inventory sheets.
- Introduction to Maintenance Staff and Full-time Parks and Recreation Staff
- Introduction to health and safety program requirements.
- Will take First Aid and CPR Training Course, if required
- Obtain training about daily maintenance procedures at each facility by following the Caretaker Maintenance Mechanics during their respective shifts.
- Assists Caretaker Maintenance Mechanics with tasks, the Mechanics believe are within the Assistant's ability.

Weeks 3 to 6 - Duties and Equipment

- Receives hands on training relating to the safe and proper use of equipment needed to perform the daily-required custodial procedures and maintenance duties at each facility. Duties include:
 - Sweeping and mopping of floors
 - Stripping, sealing and waxing of floors
 - Repairs wood, concrete and tiled floors
 - Repairs or maintains walls and ceilings
 - Repairs or maintains windows and glass on rink boards
 - Repairs to plumbing, electrical when needed

Equipment includes:

- Floor scrubber, brooms and mops
- Tractors*, front loader and scraper blades
- Lawnmowers - riders and push
- Weed trimmers
- Chain saws, handsaws and circular saws
- Ice Edger* and Ice Resurfacer (Zamboni)*

**Note – Will be responsible to only clean, not operate the Tractor, Chain Saw, Ice edger & Ice Resurfacer.*

Weeks 7 to 10 - Implementation of Training

- Prepare and assist the Caretaker Maintenance Mechanics to supervise facility using proper maintenance procedures under minimal supervision.
- Expected to have gained enough experience at the end of 6 months to handle the Caretaker Maintenance Mechanics' general duties. If Assistant is successful in completing the training, they will be encouraged to apply for the Full-time Caretaker Maintenance Mechanic's position, if it is available.



FACILITY DUTIES

Arena

Dressing Rooms & Washrooms

- Clean fixtures and replace blown out lights
- Repaint as required
- Repair or replace loose flooring
- Repair or replace ceiling tiles
- Repair all plumbing breaks, leaks or stoppages
- Repair or maintain all doors, closures, locks and hinges
- Repair electrical or maintain

Arena Stands and Walls

- Replace or maintain seating to be safe and tighten screws
- Repaint when needed
- Remove garbage regularly @ Mon. Wed. Fri. or as needed
- Repair or replace benches in players and penalty box's
- Keep free of debris - sweep and mop
- Repair or replace lighting and heating to your ability
- Repair, replace or maintain all exit doors and signs

Arena Playing Surface

- Repair or replace glass when needed
- Clean glass regularly on Mondays, Wednesdays, Fridays
- Repair or replace boards and gates as needed
- Repair or replace lights as needed
- Clean light fixtures semi annually
- Change bulbs regularly to maintain light
- Wash floor regularly using zip stripe and water @ Mon. Fri.
- Maintain safe ice by edging, and building or cutting to keep level and free of ruts

Electrical room workshop

- Keep clean and organized
- Keep electrical panels free and clear of obstacles
- Repair or maintain all doors and cabinets
- Replace or repair lighting and electrical outlets
- Repair old vent pipe going through roof - plug up and seal
- Keep tools organized



Compressor Room

- Maintain daily /hourly log book
- Routine maintenance to refrigeration system as per logbook
- Keep room clean and free of unnecessary objects
- Report any abrupt changes to M.T.L.
- Replace lights as needed
- Maintain heater to keep cooling water from freezing

Refs Room

- Keep floor clean and free of unnecessary objects
- Keep shower and sink clean
- Keep toilet seat and base clean and holding tank emptied. Monitor on Monday to Friday
- Maintain heater and water cooler and lights
- Keep free of insects
- Repaint and repair walls and floors as necessary