



**Maintenance Worker 018-23-1**  
**Child Care Services, 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, **February 8, 2023**, for the Maintenance Worker with Child Care Services, 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](http://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 provides custodial services to the Stoneridge Childcare building, sheds, services the walks and grounds, maintains the heating/air conditioning system, furnishings and equipment.

The Maintenance Worker provides and ensures a preventative and systematic maintenance schedules on all mechanical systems and equipment, and will ensure that compliance with all warranties is maintained.

The Maintenance Worker is required to perform minor repairs to the buildings, equipment, alarm systems and other related duties as determined by the Supervisor.

The Maintenance Worker will comply with Early Years Act, Six Nations of the Grand River Elected Council (SNGREC) Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Child Care Procedures and Guidelines, and Parent Handbook.

This is a regular schedule 35 hour/week SPLIT – SHIFT position to meet operational demands.

The Maintenance Worker works within the policies and procedures established by Six Nations of the Grand River.

<b>Type</b>	Full Time
<b>Closing Date</b>	February 8, 2023
<b>Term</b>	Permanent
<b>Hours of Work</b>	35 hours per week
<b>Wage</b>	\$20.00/hr

**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 is to be obtained
- Must submit and ensure immunizations are up to date
- Must submit a health assessment as according to Child Care Early Years Act

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.

- 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

**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](mailto: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 – Full Time – 018-23-1**  
 c/o Reception Desk  
 Grand River Employment & Training (GREAT)  
 P.O. Box 69, 16 Sunrise Court  
 Ohsweken, Ontario N0A 1M0

## POSITION DESCRIPTION

**POSITION TITLE:** Maintenance – Childcare Services

**REPORTING RELATIONSHIP:**

\_Reports to and works under the direction and supervision of the Maintenance Lead.

**PURPOSE & SCOPE OF THE POSITION:** Under the direction of the Maintenance Lead, provides custodial services to the Stoneridge Childcare building, sheds, services the walks and grounds, maintains the heating/air conditioning system, furnishings and equipment. Provides and ensures a preventative and systematic maintenance schedules on all mechanical systems and equipment, and will ensure that compliance with all warranties is maintained. Maintenance is required to perform minor repairs to the buildings, equipment, alarm systems and other related duties as determined by the Supervisor. Maintenance will comply with Early Years Act, Six Nations of the Grand River Elected Council (SNGREC) Employment Policy, Six Nations Council Health and Safety Guidelines, Six Nations Child Care Procedures and Guidelines, and Parent Handbook.

This is a regular schedule 35 hour/week SPLIT – SHIFT position to meet operational demands.

**DUTIES & RESPONSIBILITIES:**

**1. Technical Functions**

- 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
- 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

**Administrative Functions**

- Ensures compliance with all warranties incorporating a preventive maintenance schedule, for warranties to be maintained
- Maintaining an inventory of all equipment and cleaning supplies within the program budget

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- Organizing and carrying out daily, weekly/monthly seasonal cleaning and maintenance schedules

## 2. **Communications Functions**

- Attend and participate in after hours staff meetings and planned activities as required/directed
- Identifying to the Supervisor any necessary repairs
- Greeting children and parents upon arrival and departure
- Attend training/workshops as required

## 3. **Other Functions**

Any other related duties as assigned by the Child Care Supervisor 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:**

- Working in seasonal climates
- May involve some travel by car using own method of transportation
- Flexibility in work hours as required
- Lifting and moving furnishings, supplies, and equipment daily
- Maintain confidentiality

### **WORKING RELATIONSHIPS:**

#### Works with the Supervisor of Child Care Services and Maintenance Lead

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 SNGREC and the Social Services Department.

Familiar with SNGREC Employment and Health and Safety policies and procedures.

### **KNOWLEDGE 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 is to be obtained
- Must submit and ensure immunizations are up to date
- Must submit a health assessment as according to Child Care 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

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- Will have knowledge in minor repairs with basic skills in plumbing, electrical, and carpentry repairs

**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
- 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
- Must have knowledge of WHIMIS

**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 SNGREC.

**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 SNGREC and the funding agency (Ministry of Education) and within the legislation of the 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 Social Services Child Care 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.

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Signature of Employee

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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.*

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