



MAINTENANCE WORKER 077R10-22-1
Iroquois Lodge, Health Services
Part Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) for the Maintenance Worker with Iroquois Lodge, Health 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/>. **The job posting will remain open until all vacancies are filled. Applications will be reviewed by the Selection Panel as they are received.**

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 Environmental Supervisor. The purpose of the position is to assist the Environmental Services Supervisor in the performance of all operational Maintenance service/duties as related to the Maintenance department. The employee shall assist the Environmental Services Supervisor in maintaining, implementing and coordinating Maintenance services to Iroquois Lodge Residents within the established policies and procedures of Iroquois Lodge. The Maintenance Worker works within the policies and procedures established by Six Nations of the Grand River.

Type	Part Time
Closing Date	Posting will remain open until position filled
Term:	Permanent
Hours of Work	Variable
Wage	TBD

BASIC QUALIFICATIONS:

- Must have Grade 12 level education, and/or certification for Building Maintenance Mechanic and at least five years related experience.
- Must have certification in: transportation of Dangerous goods, fall arrest; working in confined spaces and WHIMS, Health and Safety Certification.
- Willingness to obtain yearly flu shot and other Ministry immunizations as required, and provide an up-to-date immunization record

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

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.

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

Maintenance Worker – Part Time – 077R10-22-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

Revised June 2017

POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Maintenance Worker

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Environmental Services Supervisor.

PURPOSE & SCOPE OF THE POSITION:

The purpose of the position is to assist the Environmental Services Supervisor in the performance of all operational Maintenance service/duties as related to the Maintenance department.

The employee shall assist the Environmental Services Supervisor in maintaining, implementing and coordinating Maintenance services to Iroquois Lodge Residents within the established policies and procedures of Iroquois Lodge.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- ☑ To assist in all preventative maintenance procedures and statutory operational services/duties related to providing a safe, secure environment for Residents and Staff of Iroquois Lodge.
- ☑ To maintain all necessary comfort services for Iroquois Lodge, within the directives established by the Six Nations Elected Council for Iroquois Lodge.
- ☑ To work under direction in order to follow and maintain a systematic observation schedule for any problem area which may develop with regard to the preventative maintenance and compliance with the Ministry of Health (pertaining to building, grounds and all equipment).
- ☑ To observe, record where necessary and report to Environmental Services Supervisor any irregularities or workplace hazards with regard to water system, heating system, air conditioning system and/or any other mechanical devices that are or will be in operation within Iroquois Lodge.
- ☑ To report any maintenance repair required to the Environmental Services Supervisor such as floors (e.g. tiles or carpet), roof, walls, windows, doors, painting and/or any other maintenance repairs necessary.
- ☑ Must be willing to assist when requested by skilled service men as advised by the Environmental Services Supervisor, e.g. carpenters, painters, electricians, plumbers, or any other tradesmen called to Iroquois Lodge.
- ☑ Must have working knowledge of Ministry of Health and Long-Term Care regulations and legislation and a general knowledge of current environmental codes and guidelines.

Revised June 2017

2. Communications Functions:

- ☑ Effective liaison with supervisors, staff, community members, general public.
- ☑ Cooperates with all other internal departments for the general safety and comfort of all residents and/or staff.
- ☑ Represents Six Nations Elected Council and community in a positive, courteous, cooperative and professional manner.

3. Administrative Functions:

- ☑ Completion and submission of: timesheets, leave forms, performance appraisals in accordance with Six Nations Elected Council policies and procedures.
- ☑ Completion of log in/out sheets as required.
- ☑ Perform work functions in accordance with Six Nations Elected Council policies and procedures.
- ☑ Attend meetings as required: staff meetings, committee meetings, Elected Council meetings and/or political portfolio meetings.
- ☑ Attend training/workshops as required.

4. Other Functions:

- ☑ Perform other related duties as assigned by Environmental Services Supervisor.
- ☑ Perform projects and any other assigned duties.
- ☑ This work must test the Auxiliary Generator once per bi-weekly period and record it with the date, time and initials and any general comment in a special logbook.
- ☑ Responsible for keeping inventory of available tools and ensuring that tools are placed to proper area after use.
- ☑ Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- ☑ It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- ☑ Work requires extensive physical activity, e.g. lifting, bending, pushing, etc. and some mental stress. This worker is required to work inside and outside and requires some travel and some interaction with the public. Workdays are subject to many interruptions, deadlines, and some unscheduled and on-call hours.
- ☑ There are varying demands to meet on a daily basis with little instruction and supervision at times.

WORKING RELATIONSHIPS:

With the Environmental Services Supervisor Revised June 2017

Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instructions and supervision from supervisor. Familiar with Six Nations Elected Council policy and procedures.

With the Community and Other Staff

Represents and promotes Six Nations Administration in a courteous, cooperative, and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- ☑ Must have Grade 12 level education, and/or certification for Building Maintenance Mechanic and at least five years related experience.
- ☑ Must have certification in: transportation of Dangerous goods, fall arrest; working in confined spaces and WHIMS, Health and Safety Certification.

Other Related Skills:

- ☑ Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination.
- ☑ Willingness to participate in facility and community emergency events as required.
- ☑ Must provide a clear police clearance review before employment.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.