



MAINTENANCE STAFF 008R2-23-2
Multiple Vacancies
HOUSING
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, **March 22, 2023**, for the **Maintenance Staff** with **Housing** 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 Staff** reports to and works under the direction and supervision of the Housing Director.

To assist the Six Nations of the Grand River Elected Council and the Housing Director in the performance of the services to provide ground and building maintenance for the Housing office, White Pines Wellness Centre, Iroquois Village Centre, Ontario Works, Eagle's Nest and Housing rentals within the policies and procedures established by the Six Nations of the Grand River Elected Council for the Housing Department.

Type	Full Time
Closing Date	March 22, 2023
Term	Permanent
Hours of Work	40 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Grade 12 Graduate or equivalent with one (1) year directly related experience or minimum Grade 10 or Ontario Basic Skills Level 2 and one (1) year directly related experience. Must have a valid G or DZ driver's license.

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 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:

Maintenance Staff – Full Time – 008R2-23-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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.



MAINTENANCE STAFF SIX NATIONS HOUSING

REPORTING RELATIONSHIP

Reports to and works under the direction and supervision of the Housing Director.

PURPOSE & SCOPE OF THE POSITION

To assist the Six Nations of the Grand River Elected Council and the Housing Director in the performance of the services to provide ground and building maintenance for the Housing office, White Pines Wellness Centre, Iroquois Village Centre, Ontario Works, Eagle's Nest and Housing rentals within the policies and procedures established by the Six Nations of the Grand River Elected Council for the Housing Department.

DUTIES AND RESPONSIBILITIES

1. **TECHNICAL**
 - Operate heavy equipment; lawn care, snow removal and landscaping etc
 - Minor electrical repairs
 - Minor heavy equipment repairs
 - General building repairs
 - General building maintenance
 - General daily maintenance services per department
2. **ADMINISTRATIVE**
 - Day to day operations and maintenance log for work completed, not completed, repairs needed, contract workers or emergencies
3. **COMMUNICATION**
 - Communicate professionally with contractors, tenants, community members and staff
4. **OTHER FUNCTIONS**
 - Perform other related duties as may be required by the Housing Director

WORKING CONDITIONS

Work requires extensive physical activity; outside winter and summer work. Requires travel and extensive interaction with public, subject to interruption, deadlines and unscheduled hours (on call duty); ability to work independently with little supervision

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WORKING RELATIONSHIPS

With Housing Director

Receives direction, guidance and discusses plans, prioritizes or interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision

With Housing Staff

Courtesy, cooperation and teamwork with all staff to ensure coordinate of project repairs and maintenance

With the public, suppliers and tenants:

Represents and promotes Six Nations Housing in a courteous, positive, and cooperative manner. Provides information, direction and assistance, and must maintain a friendly, cheerful, courteous and cooperative disposition while maintaining tact, discretion, diplomacy and confidentiality.

EDUCATIONAL REQUIREMENTS

Minimum Requirements

Grade 12 Graduate or equivalent with one (1) year directly related experience or minimum Grade 10 or Ontario Basic Skills Level 2 and one (1) year directly related experience. Must have a valid G or DZ driver's license.

Other Preferred Qualifications

- Familiar with Council departments relevant to maintenance
- Maintenance Mechanic or Facilities Systems Technician Apprenticeship Certificate would be an asset
- Chainsaw certificate would be an asset
- Framing experience an asset
- Experience/competency operating power tools, small/heavy equipment, custodial equipment and farm/landscaping machinery safely

IMPACT OF ERROR

Error in judgement and conduct of duties may lead to loss of credibility, poor public relations, confusion and misinformation being provided to other staff or departments.

CONTROL

Guiding principles set by the Housing Director and Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established for Six Nations Housing by Six Nations of the Grand River Elected Council.