



CARETAKER MAINTENANCE MECHANIC 123R7-22-2
PARKS AND RECREATION
CONTRACT

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 29, 2023**, for the **Caretaker Maintenance Mechanic with Parks and Recreation** 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 **Caretaker Maintenance Mechanic** reports to and works under the direction and supervision of the Maintenance Team Leader and the Assistant Maintenance Team Leader when the Maintenance Team Leader is absent from the workplace.

PURPOSE and SCOPE of the POSITION: To perform all duties as assigned by the Maintenance Team Leader to coordinate and implement the care taking and maintenance services at all recreation facilities. The facilities are:

- * Arena
- * Community hall
- * youth and elders centre
- * splash pad
- * sports fields and running track
- * Diamond concession booth/washrooms/showers
- *ball hockey rink
- *all exterior grounds around each facility
- * Ball diamonds
- * Recreation office & conference room

that is under the control of the Six Nations Parks and Recreation Department, within the policies and procedures established by the Six Nations of the Grand River Elected Council.

Type	Contract – 6 months
Closing Date	March 29, 2023
Hours of Work	40 hours weekly
Wage	\$18.00/hour

BASIC QUALIFICATIONS:

- Successful completion of Grade 10 education and a minimum of 1 year of working experience in facility maintenance or a combination of a minimum of 2 years apprenticeship training in a related discipline and 2 years working experience in facility maintenance.
- Possess or be eligible to obtain a Refrigeration Operator's Class "B" Certification would be an asset.
- Possess or be eligible to obtain the Ontario Recreation Facilities Association's Technician Certification for arenas.
- Be mechanically inclined and knowledgeable about refrigeration equipment, plumbing, heating, carpentry, electrical and small engines.
- Willingness to work irregular hours, especially during the evenings and weekends.
- Ability to work with minimal supervision and to organize work priorities so all deadlines are met.
- Excellent verbal and written communication skills.
- Working knowledge of how to complete administration forms, log books and work schedules.
- Must be bondable and possess a valid driver's license and vehicle for travel on Parks & Recreation business when required.
- Knowledge of the political structure of the Six Nations of the Grand River Council, the Parks and Recreation Department and an awareness of the various community recreation and sports organizations at Six Nations.

SUBMISSION PROCEDURE: (Choose one method ONLY):

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.

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:

Caretaker Maintenance Mechanic – Contract – 123R7-22-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

POSITION DESCRIPTION

POSITION TITLE: Caretaker/Maintenance Mechanic

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Maintenance Team Leader and the Assistant Maintenance Team Leader when the Maintenance Team Leader is absent from the workplace.

PURPOSE and SCOPE of the POSITION:

To perform all duties as assigned by the Maintenance Team Leader to coordinate and implement the care taking and maintenance services at all recreation facilities. The facilities are:

- * Arena
- * Community hall
- * youth and elders centre
- * conference room
- * splash pad
- * sports fields and running track
- * Diamond concession booth/washrooms/showers
- *ball hockey rink
- *all exterior grounds around each facility
- * Ball diamonds
- * Recreation office &

that is under the control of the Six Nations Parks and Recreation Department, within the policies and procedures established by the Six Nations of the Grand River Elected Council.

RESPONSIBILITIES:

1. TECHNICAL

Maintains the exterior and the interior of all recreation facilities and does minor repairs to the heating, electrical and plumbing systems as required.

Maintains 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. Cleans all mirrors, windows, glass entrance doors where applicable, rink glass and washroom fixtures on a daily basis.

Ensures all equipment and machinery are operating efficiently by performing routine maintenance tasks. Keeps a logbook for tracking the hours of use, service and repair dates for equipment and machinery.

Performs hands-on general minor repairs to all machinery, buildings and grounds as required.

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Maintains a safe and clean exterior environment, including the playground equipment on the grounds and which are open to the public at 1738 Fourth Line in Ohsweken.

RESPONSIBILITIES – 1. Technical (continued):

Will provide input to the Maintenance Team Leader for the day-to-day maintenance program including input into the development and implementation of a Maintenance Management System for all Parks and Recreation Department's facilities and services. The Maintenance Management System will include the following:

- * Health and Safety Program
- * Preventative Maintenance System
- * Risk Management
- * Inventory and Purchasing Control
- * Custodial Procedures
- * Development of Checklists for all operational aspects.

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

Cleans all washroom, shower fixtures and floors daily; makes necessary repairs and replenishes supplies as required.

Promptly opens and closes all facilities under the control of the Parks and Recreation Department when required by the public and according to facility rental contracts.

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

Accurately maintains an up-to-date inventory of supplies, equipment, appliances and machinery belonging to the Six Nations Parks and Recreation Department.

2. COMMUNICATION and LIAISON

Deals with all public situations by responding to general inquiries for assistance and offering first aid treatment, if required.

Supervises and ensures the conduct of all patrons fall within the facility rules and regulations. Responsible to notify the Six Nations Police, First Response Team or Ambulance services when situations require emergency attention.

Makes recommendations to the Maintenance Team Leader for major equipment purchases and facility renovations needed to enhance work performance and the safety conditions for both the employees and the patrons.

3. OTHER RELATED DUTIES

Assists concession booth workers by keeping equipment working efficiently and refilling supplies when help is needed.

Performs other related duties as may be required by the Maintenance Team Leader for special events.

WORKING CONDITIONS:

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 either at the workplace or at home.

Subject to 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 direction, guidance, and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With the Assistant Maintenance Team Leader:

Receives direction, guidance, and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively. Receives instruction and supervision during the absence of the Maintenance Team Leader and/or during the applicable work shift.

With other Caretaker Maintenance Mechanics:

Exhibits courtesy, co-operation and teamwork.

With other Parks and Recreation Employees:

Exhibits courtesy, co-operation and teamwork.

With other Six Nations of the Grand River Elected Council Employees:

Exhibits courtesy, co-operation and teamwork with all staff from other departments.

With the Public:

Represents and promotes the Six Nations Parks and Recreation Department in a courteous, positive and cooperative manner; provides information and assistance. Must be visible and approachable during events. Promotes the proper use of facilities. Resolves problems during events and maintains control.

KNOWLEDGE and SKILLS:

Successful completion of Grade 10 education and a minimum of 1 year of working experience in facility maintenance **or** a combination of a minimum of 2 years apprenticeship training in a related discipline and 2 years working experience in facility maintenance.

Possess or be eligible to obtain a Refrigeration Operator's Class "B" Certification would be an asset.

Possess or be eligible to obtain the Ontario Recreation Facilities Association's Technician Certification for arenas.

Be mechanically inclined and knowledgeable about refrigeration equipment, plumbing, heating, carpentry, electrical and small engines.

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

Ability to work with minimal supervision and to organize work priorities so all deadlines are met.

Excellent verbal and written communication skills.

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

Must be bondable and possess a valid driver's license and vehicle for travel on Parks & Recreation business when required.

Knowledge of the political structure of the Six Nations of the Grand River Council, the Parks and Recreation Department and an awareness of the various community recreation and sports organizations at Six Nations.

IMPACT of ERROR:

Errors in judgement for operating and maintaining the recreation facilities and machinery may subject the worker, 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, lower safety standards and very unfavourable public relations.

CONTROL:

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Guiding principles set by the Maintenance Team Leader and the Director of Recreation within the Parks and Recreation Department.

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

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