



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

MAINTENANCE WORKER
ADMINISTRATION, SOCIAL SERVICES
(PART TIME)

Applications will be received by Grand River Employment & Training up until 4:00 p.m., **Wednesday, December 20, 2017**, for a part time Maintenance Worker with Administration, Social Services department, Six Nations Elected Council. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications now being accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction of the Day Maintenance Worker and/or designate, the Maintenance Worker is responsible for cleaning, general maintenance and repair of the Social Services building, grounds and all equipment within the policies and procedures established by Six Nations Elected Council. The position is part time, evening and weekends with flexibility to cover day duties when needed and the schedule will vary with no guarantee of regular schedule/ days.

SALARY: \$14.00 per hour

BASIC QUALIFICATIONS:

- Grade 12 Diploma or G.E.D. equivalent **AND** four (4) months experience of commercial/ office cleaning and/or demonstrated ability in commercial office cleaning and grounds maintenance;
- Must have a valid Class "G" driver's license;
- Will be required to submit a favourable medical health assessment;
- Knowledge of health and safety procedures;
- Good communication skills, both verbal and written.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering 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 – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of your valid "G" driver's license;
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

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

OR

Method #2:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering 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 – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of your valid "G" driver's license;
6. Scan and email all documents listed above to recruitment@sixnations.ca.

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



Six Nations of the Grand River Social Services Administration

P.O. Box 5001

Ohsweken, ON

NOA 1M0

(519) 445-2071

Main Reception (519)445-0232

Fax: (519) 445-1783

MAINTENANCE WORKER(S) - CONTRACT SOCIAL SERVICES DEPARTMENT

REPORTING RELATIONSHIP:

Reports to and works under the direction of the Day Maintenance Worker and/or designate.

PURPOSE AND SCOPE OF THE POSITION:

The Maintenance Worker is responsible for cleaning and general maintenance and repair of the Social Services Building, grounds and all equipment. This is part time evening and weekend with flexibility to cover day duties when needed. Variable hours and days with no guarantee of regular schedule/days.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL:

- Follow a systematic preventative maintenance schedule for the Social Services building.
- Arm/Disarm security system, lock/unlock main entrances.
- Cleaning of building in accordance with needs on daily, weekly, monthly and seasonal/yearly duties.
- Grounds maintenance which includes but is not limited to, seasonal duties such as snow removal on sidewalks in the winter and grass cutting in the summer months.
- Make minor repairs to plumbing and electrical fixtures.
- Maintain any tools and equipment, etc. under his/her care and control.
- Maintain and comply with all warranties in effect regarding tools and equipment, etc. under his/her care and control.
- Open/close and tidy after rentals.

2. ADMINISTRATIVE:

- Maintain an inventory of all equipment and cleaning supplies.
- Record in and complete daily log.
- Submit time sheets and/or travel claims.
- Record and maintain data information sheets.

3. COMMUNICATION & LIAISON:

- Attend meetings/training as required or directed.
- Report and make recommendations for any repair work that is needed.
- Contact other skilled tradesmen in the field as needed.
- Follow and report damage, cleaning supply needs to the daytime maintenance.

4. OTHER RELATED DUTIES:

- Any other related duties as assigned by the Day Maintenance Worker or designate and participation in the Six Nations Community Emergency Measures Plan.

WORKING CONDITIONS:

- Work may involve lifting and moving of furnishings, supplies and equipment.
- Involves some travel, using own vehicle to perform work related duties.
- Flexibility in work hours and primarily evenings and weekends.
- Patience and flexibility working around children in the work environment.
- Works in a climate-controlled environment except for daily outside work.
- Works alone at times and must demonstrate self-discipline and self-initiation.

WORKING RELATIONSHIPS:

With the Day Maintenance Worker and Social Services Administration

Receives direction and guidance. Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

Works cooperatively with staff/other agencies with courtesy, cooperation and teamwork.

Provides information and assistance. Works in a cooperative and courteous manner.

With the Community

Represents and promotes Six Nations Council, and Social Services in a courteous, cooperative and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- Secondary School (grade 12) diploma or equivalent
- 4 months experience of commercial/office cleaning and/or demonstrated ability in commercial/office cleaning and grounds maintenance
- Will be Native in preference to other candidates
- Must have a valid class "G" Ontario driver's license
- Must pass a criminal records check
- Will be required to submit a favourable medical health assessment
- Knowledge of Workplace Hazardous Materials Information System (WHMIS)
- Knowledge of health and safety procedures

Other Preferred Qualifications

- Good communication skills; verbal and written

IMPACT OF ERROR:

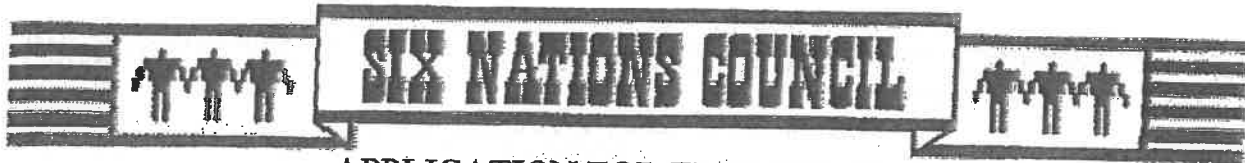
Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relations, public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy.

Works within the Six Nations of the Grand River Social Services values, principles, and mission statement.

Works within the policies and procedures established through service contract by the Six Nations Council and the funding agency.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p><i>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.</i></p>					
Do you have specific needs to be accommodated? If so, in what manner? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have previously worked for Six Nations Council, please answer the following: Length of time worked _____ Months _____ Year(s) Dates Employed: _____ Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY

I Present or Last Employer	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
<hr/> <hr/>	
II Previous Employer	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
<hr/> <hr/>	
III Previous Employer:	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
<hr/> <hr/>	
<p>We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)</p>	
<p>1. _____</p> <p>2. _____</p>	

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date