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EXTERNAL JOB POSTING

Posting Period: December 5, 2017 – December 18, 2017 @ 4:30p.m.
Position: Ground Staff
Location: Bingo Hall, Tourism Building, Oneida Business Park, and other SNGRDC properties
Job Status: Part-time, Contract (4 months from date of hire)
Hours of Work: 0 – 44 per week

SUMMARY

Reporting to the Grounds Lead Hand the Grounds Staff are responsible to provide clearing, ground and building maintenance services within the Six Nations of the Grand River Development Corporation. The chosen candidate will work within the policies and procedures established by the Six Nations of the Grand River Development Corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate seasonal equipment such as lawnmowers, snow blowers, weed eaters, and other small machinery and shovels, rakes, brooms, etc.
- Assist with general building maintenance.
- General custodial services as required by various departments.
- Assist with construction or property management projects.
- Day to day operations and maintenance logging of work completed, outstanding, supplies and repairs needed, contract workers.
- Respond to emergencies repairs or maintenance and notify the appropriate individuals.
- Communicate professionally with contractors, tenants, community members, government officials, and land owners.
- Clean, maintain and keep all tools organized and in good working condition.
- Participates in and completes all required SNGRDC training.
- Assist in other operations in the Property Management and/or SNGRDC portfolio to ensure customer service and operational needs are met.
- Completes WHIMIS training.
- Ensure Health and Safety Guidelines are followed.
- Perform other related duties as may be required.

For a full description of the Essential Duties & Responsibilities and Education/Experience, please refer to attached Job Description for further details

SUBMISSION PROCESS:

Please submit the following to the HR Department at the Six Nations Tourism Building in person/by mail at 2498 Chiefswood Road, Ohsweken, Ontario N0A 1M0 or by email at HRdept@sndevcorp.ca:

- Application for Employment Form (attached)
- Cover letter
- Resume

Or apply online at www.sndevcorp.ca/careers.

Please Note:

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment

Thank You



GROUNDS STAFF

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- Perform other related duties as may be required.

ADDITIONAL SKILLS AND ABILITIES

- A strong work ethic with a focus on accuracy and attention to detail.
- The ability to perform well under pressure and to assess and prioritize workload.
- Excellent time management skills.
- Proactive with the ability to problem solve and anticipate needs.

- Demonstrated professionalism and an understanding of the importance of confidentiality
- Ability to embrace and champion change.
- Reliable and able to work independently.
- Follows and ensure compliance with Health and Safety policies and procedures.
- Ability to handle the public with tact, discretion, and with a pleasing personality.

EDUCATION / EXPERIENCE

Minimum Requirements:

- Must have a minimum of Grade 12 or equivalent with one (1) years of work experience.
- OR
- Must have a minimum of Grade 10 or equivalent with two (2) years of work experience.
- Chainsaw certificate would be an asset.
- Possess a valid G Driver's License.
- Possess or be willing to obtain WHMIS certificate.
- Experience/competency operating power tools, small/heavy equipment, custodial equipment, and farm/landscaping machinery safely.
- Must pass police record check.
- Flexible (extra hours may be required on occasion).

IMPACT OF ERROR

Error in judgement and conduct of duties may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

CULTURE

The purpose of the Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities.

Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

EXTERNAL/INTERNAL RELATIONSHIP

Community Members, Contractors, Human Resources, Development Corporation Staff, Tourism Partners, and Maintenance Contractors.

WORK ENVIRONMENT

- This position requires medium physical effort.
- Working indoor and outdoor and exposure to varying weather conditions.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.

DIMENSIONS (FINANCIAL/STAFF)

Public relations with community members.

REPORTS TO

Grounds Lead Hand



APPLICATION FOR EMPLOYMENT

Position		
Job Title:		
Posting End Date:		
General Information		
Last Name:	First Name:	Middle Name:
Address:		Apartment/Unit Number/ R. R. #
City/Town:	Province:	Postal Code:
Home Telephone Number:		Cell Number:
Email Address:		
Three References		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		

Availability

Are you legally able to work in Canada? Yes ____ No ____ Date Available to Start Work: _____

Have you ever been convicted of a criminal offence for which you have not received a pardon? Yes No

Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Six Nations of the Grand River Development Corporation, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information relevant to the employment process.

Applicant's Signature:

Date:

Please Note:

- * Attach cover letter and resume
- * Police Record Check and copies of education will be required at time of offer of employment