



SIX NATIONS COUNCIL



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

MAINTENANCE WORKER
OGWADENI:DEO, SOCIAL SERVICES
(Part Time)

Applications will be received by Grand River Employment & Training (GREAT) up until 4:00 p.m., **Wednesday, March 21, 2018**, for a part time Maintenance Worker, Ogwadeni:deo, Social Services, Six Nations Elected Council. Employment Application Forms and Job Descriptions are available on the www.greatsn.com website. Online applications will be accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction of the Executive Administrator, the Maintenance Worker shall ensure all general maintenance duties, repairs and cleaning of the Ogwadeni:deo building, grounds and all operating equipment are kept up to date for cleaning walkways for all seasons. Develop and maintain a systematic preventive maintenance schedule for Ogwadeni:deo, within the policies and procedures established by Six Nations Elected Council.

SALARY: \$34,000 per annum

BASIC QUALIFICATIONS:

- Must have College Diploma in Building Maintenance Mechanic **AND** minimum of two (2) years' work related experience **OR**;
- Ontario Secondary School Diploma or equivalent **AND** three (3) years' work related experience;
- Must have Class "G" License in good standing order;
- Must submit a favorable criminal reference check and vulnerable sector screening;
- Must be willing to work flexible hours;
- Must possess excellent working knowledge of building maintenance including minor electrical, plumbing, heating, carpentry, painting and waste management.

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. 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. 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.



MAINTENANCE WORKER

REPORTING RELATIONSHIP

The Maintenance Worker reports to and works under the direction and supervision of the Executive Administrator and adhere to the guiding values of the Code of Practice.

PURPOSE AND SCOPE OF THE POSITION

The Maintenance Worker reports to and works under the direction and supervision of Executive Administrator in ensuring that all general maintenance duties, repairs and cleaning of the Ogwadeni:deo building, grounds and all operating equipment are kept up to date for cleaning walkways for all seasons. Develop and maintain a systematic preventive maintenance schedule for Ogwadeni:deo.

Guiding Values for our Code of Practice

- Adenidaohsra'/Onkwa'tenniten:ro (Compassion and Kindness)
- Dedwadadrihwanohkwa:k/Onkwatennitenrosera (Respecting one another)
- Degayenaw'ko:ngye/Tetewaterihwakwenyenhsthak (Working together)
- Dewagagenawako:ngye/Tetewayenwakontye (Assisting one another)
- Esadatgehs/Enhasatatkenhse (Self-reflection on actions taken)
- Gaihwaedahgoh/Karihwayentahkwen (Taking responsibility)
- Gasgyao:nyok/Kahretsyaronhsera (Encouragement)
- Gasasdenhsra/Ka'shatstenhsera (Strength/Supportive to one another)
- Drihwawaihsyo/Ka'nikonhratoken (Honest and moral conduct)
- Oihwadogehsra/Yorihwato:ken (Being truthful and consistent)
- Sgeno/Sken:nen (Peaceful thoughts and Actions)

RESPONSIBILITIES AND SUPPORT TO ONGWEHONWEH FAMILIES, CHILDREN AN YOUTH

- Promotes the Ogwadeni:deo philosophy, goals and objectives.
- Acts in a professional appropriate manner when supporting community, families, children and youth.
- Ensures that all duties of the Maintenance Worker are adhered too.
- Maintain contact with administration staff.
- Perform projects as assigned.

Maintenance Functions:

- Complete daily cleaning which includes: sweep, mop, scrub, vacuums the floors.
- Empties trash cans and other waste containers.
- Washes interior walls and ceilings and dusts.

- Orders cleaning supplies.
- Pick up of large supply boxes, heavy deliveries.
- Moves furniture, paints, washes exterior/interior windows as required.
- Opens and locks building when advised by the staff.
- Checks on a monthly basis that fire extinguishers and emergency lighting fixtures throughout the buildings are operational.
- Coordinates minor repairs to heating, cooling, ventilating, plumbing and electrical systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- On call 24 hours a day 7 days a week to reset security alarm.
- Coordinates the removal of trash and recyclables to the property bins.

Ground Maintenance:

- Snow and salt walkway as required.
- Snow removal of sidewalk and monitor as required.
- Maintenance of grounds, including grass cutting, weed eating, and minor landscaping around client entrance walkway.

OGWADENI:DEO THE AGENCY

- Compile list of required repairs and carry out required repairs in a timely manner in reference to KIAS/ACRS.
- Maintain a logbook for all activities.
- Determine repairs that are required to be carried out by qualified trades, obtains estimates (following the financial policies) for minor repairs and authorizes the work to be completed.
- Will perform general maintenance and repairs.
- Maintain and comply with all warranties in effect regarding equipment and tools as required under her/his care and control.
- Carry out on-call duties as required.
- Schedule and oversee the work of independent contractors to ensure repairs are carried out as prescribed internally and landlord responsible for external repairs.

HONEST AND MORAL CONDUCT

- Obtain quotes from qualified trades to complete major work/repairs if necessary, and forwards for approval to proceed.
- Secure the necessary materials and equipment required to complete the work
- Arm/Disarm security system, lock/unlock main entrance for building 24/7 per week.
- Ensure a recording of all inventory and equipment are maintained.

BEING TRUTHFUL AND CONSISTENT

- Respond to staff questions and concerns relating to the maintenance duties within the building, through work order process.

ASSISTING ONE ANOTHER

- Performs other related duties as determined by the Executive Administrator required and are reasonable for the position.

WORKING CONDITIONS

Work requires aptitude in all areas of building maintenance including mechanical, electrical, carpentry, painting, drywall and waste management; involves extensive physical activity; required to work inside and outside in inclement weather conditions; involves travel and some interaction with the public; subject to interruptions and subject to unscheduled hours; ability to take directions, works independently.

STRENGTH/SUPPORTIVE TO ONE ANOTHER

With the Ogwadeni:deo Director:

Takes direction from and works closely with the Executive Administrator on a day-to-day basis in supporting his/her obligations.

With other Ogwadeni:deo Managers and staff members:

Receives direction, guidance and discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively, receives instructions, supervision; provides information, reports as required. Courtesy, cooperation and teamwork with all staff.

With the Community:

Promotes the Ogwadeni:deo Program in a courteous, cooperative and professional manner.

SELF REFLECTING ON ACTIONS TAKEN

Errors in carrying out duties could result in financial cost and loss of credibility; errors in conduct could result in poor public relations; errors in duties could result in harm or injury to employees, and the public.

TAKING RESPONSIBILITIES

Works within the parameters set out in the Ogwadeni:deo Employment and Financial Policy and procedures as directed by the Executive Administrator. Takes ownership and responsibility for the quality and timeliness of work commitments.

QUALIFICATIONS

Basic/Mandatory Requirements

The successful applicant:

- Must have College Diploma in Building Maintenance Mechanic with a minimum of two years work related experience. **OR**
- Ontario Secondary School Diploma; or equivalency; with three (3) years work related experience.
- Must have Class "G" License in good standing.
- Must submit a favorable criminal reference check and vulnerable sector screening
- Must be willing to work flexible hours
- Will be Onwhehonye in preference to other applicants

Knowledge Requirements

- Must possess excellent working knowledge of a building maintenance including minor electrical, plumbing, heating, carpentry, painting and waste management.
- Knowledge of Workplace Hazard Materials Information System (WHMIS)
- Knowledge of Health & Safety procedures.
- Must be bondable.
- Possess ability to prioritize and assign multiple tasks.

Ability Requirements

- Relates and communicate effectively with the Manger and other staff.
- Possess initiative and ability to work independently.
- Multi-task and works productively in some stressful situations.
- Maintains confidentiality.
- Maintains a high level of accuracy.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Ogwadeni:deo reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee _____ Date _____

Ogwadeni:deo is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Ogwadeni:deo Code of Practice.

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:

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:

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:

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)

1. _____
2. _____

****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