



SIX NATIONS HOUSING POSITION DESCRIPTION

POSITION TITLE: **BUILDING MAINTENANCE WORKER**

Reporting Relationship:

Reports to and works under the direction and supervision of the Maintenance Staff – Senior.

Purpose & Scope of the Position:

To assist the Six Nations of the Grand River Elected Council and the Maintenance Staff 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 residential rental units 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 equipment (lawn mowers, weedwhackers, power tools)
 - Cleans external areas such as entranceways, sidewalks and parking lots using manual and power equipment such as brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse.
 - Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning, and watering.
 - Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts.
- 2. Administrative**
 - Completes and maintains maintenance logs of daily duties.
- 3. Communication**
 - Communicate professionally with tenants, contractors, community members, and Six Nations of the Grand River staff.
- 4. Other Functions**
 - Related duties as may be required by the Maintenance Staff – Senior

Working Conditions:

Requires extensive physical activity, outside summer work. Requires travel and extensive interaction with the public, subject to interruptions and deadlines.



67 Bicentennial Trail, P.O. Box 62,
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Working Relationships:

With Maintenance Staff - Senior:

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

With Maintenance Staff - Lead:

In the absence of the Maintenance Staff – Senior, receives direction, guidance and discusses plans, prioritizes, and interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With Maintenance Supervisor:

In the absence of the Maintenance Staff - Senior, receives direction, guidance and supervision.

With Other Staff:

Courtesy, cooperation, and teamwork with staff to provide efficient and ongoing functions.

With the Public:

Represents and promotes Six Nations Housing Department in a courteous, positive, and cooperative manner, provides information and assistance.

Knowledge and Skills:

Minimum Requirements:

- Minimum Grade 10 level of education
- Experience/competency in operating power tools, and small equipment

Other Preferred Qualifications:

- Valid G Class drivers license

Impact of Error:

Error in judgment and conduct of duties could lead to loss of credibility, poor public relations, confusion, and misinformation being provided to other staff or departments. Errors in conduct could result in unsafe conditions for other field staff.

Control:

Guiding principles set by the Six Nations of the Grand River Elected Council. Must work within the Policies and Procedures established by Six Nations Housing



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