



WAGE: \$19.23/hour

POSITION TYPE: Full-Time TEMPORARY - 40 hours per week up to 16 weeks

DESIRED EDUCATION: Currently enrolled in a post-secondary institution with intention to return in the fall

POSITIONS AVAILABLE: 2

PROPERTY MANAGEMENT SUMMER STUDENT **POST-SECONDARY**

SUMMARY

Reporting to the Property Management Coordinator and/or the Property Management Supervisor(s) the Property Management Summer Student is responsible for assisting with the delivery of excellence in customer service that is conducive to the exceptional standards of the Property Management Office. The Property Management Summer Student will assist with ground and building maintenance, preventative, and restorative projects of all properties within the SNGRDC. Required to work in commercial mechanical systems, maintenance, cleaning of all properties, facilities and guest cabin and repair of all properties, 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

- Assist in the overall preventive, corrective, and emergency maintenance of the SNGRDC properties and assets and assist in overall appearance and cleanliness for all commercial assets.
- Conduct minor repairs, minor equipment repairs, general building maintenance and repairs.
- Conduct general daily maintenance and necessary custodial services for all SNGRDC buildings and properties.
- Assists in the set up and/or maintenance of joint projects with other departments.
- Maintain, repair and operate various equipment; including but not limited to tiller, floor cleaners, lawn mowers, weed eaters and other equipment in the process of completing tasks, projects and duties.
- Complete day-to-day operations and maintenance log of work, outstanding work orders, supplies required, repairs needed, contract workers.
- Communicate professionally with contractors, tenants, community members, government officials.
- Perform the job in accordance with all applicable standards, policies, and regulatory guidelines.
- Assists with property management, landscaping and snow removal.
- Operate a variety of equipment to perform cleaning, sanitization and preventative maintenance to floors, walls, windows, mirrors and other surfaces of all SNGRDC managed properties.
- 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 and Ensure Health and Safety Guidelines are followed.
- 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.
- Solid understanding of building maintenance, construction, and cleaning services requirements.
- 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.
- This position operates seven days a week, with day and night shift. All candidates must be available for this scheduling.

EDUCATION / EXPERIENCE

Minimum Requirements:

- Currently enrolled in a post-secondary institution.
- Basic Knowledge of building and grounds maintenance.
- Must have reliable transportation to and from work.
- Possess initiative and ability to work independently.
- Comfortability operating power tools, small equipment, custodial equipment, and farm/landscaping machinery safely.
- Knowledge of maintenance techniques, mechanical knowledge and handy man skills
- Must be able to prioritize and meet deadlines, possess good communication skills.
- Flexible (extra hours may be required on occasion).
- Must wear safety/non-slip shoes (there is a footwear allotment for SNGRDC staff to obtain these).

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, SNGRDC 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.
- On Call

DIMENSIONS (FINANCIAL/STAFF)

Public relations with community members.

REPORTS TO

Property Management Coordinator
Property Management Supervisor, and/or
General Manager of Projects & Property Management.

ACCOMMODATIONS

At Six Nations of the Grand River, we are committed to diversity and inclusion as we continue and expand our efforts to become a more inclusive, safe and respectful workplace. Human Resources will accommodate any needs under the Ontario *Human Rights Code* (OHRC) and the *Accessibility for Ontarians with Disabilities Act* (AODA). Recruitment processes will be modified to remove barriers to accommodate those with disabilities, as may be requested and/or required by law. If you require accommodation during any phase of the recruitment and selection process, please reach out to Human Resources at hrdept@sndevcorp.ca.

NOTE: If you are unable to apply through the website, resumes can be dropped off at the SNGRDC Administration building between 9:00am and 4:00pm Monday-Friday.