



Kahnawake Shakotia'takehnhas Community Services

EMPLOYMENT OPPORTUNITY

Maintenance & Security Worker – Indefinite Part-Time Various KSCS Satellite Offices (Main Building / Turtle Bay Elder's Lodge)

KSCS is seeking experienced and responsible individuals to provide overall maintenance and security services to all KSCS buildings as part of the maintenance team. (Positions available for both Main Building and Turtle Bay Elder's Lodge teams).

Under the supervision of the Team Leader of the KSCS Maintenance Security (Main Building or TBEL), the Maintenance/Security Worker provides building services and general maintenance. Provides carpentry, plumbing, painting, repair work, and maintenance services for KSCS facilities. Performs janitorial services, light housekeeping duties, and completes all repair and new construction needs.

Required Education & Experience:

- Certificates in related field(s) are an asset: janitorial, carpentry, plumbing, etc. with one (1) year related work experience.
- Minimum high school diploma with three (3) years related work experience.
- A valid driver's license and access to a vehicle is a requirement.
- Must be willing to participate in training such as First Aid, CPR, etc.

Status: Indefinite part-time contract with a six (6)-month probationary period.

Salary: Starting at \$24.58/hour.

Schedule: 20 hrs/week: must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply: No Deadline.

| GENERAL INFORMATION | |
|---------------------------------|---|
| Code: | FC3 |
| Job Title: | Maintenance/Security Worker - Various KSCS Satellite Offices |
| Department: | Operations, Administration |
| Date of Job Description: | April 2, 2011 |
| Date of Revision: | October 21, 2021 |
| Job Reports To: | Team Leader of KSCS Maintenance Team |

| JOB DESCRIPTION SUMMARY |
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| <p>Under the supervision of the Team Leader of KSCS Maintenance Team, the Maintenance Security Worker provides building services and general maintenance. Provides carpentry, plumbing, painting, repair work and maintenance services for KSCS facilities. Performs some cleaning and janitorial services. May be required to perform some construction.</p> <p>Under general supervision, independently applies learned skills, knowledge and practical experience to semi-routine tasks associated with the job family using established practices and standard procedures to complete assignments.</p> <p>Decisions are straightforward in nature, within clearly defined procedures and practices specific to the department or work group and are regularly reviewed.</p> |

| CORE RESPONSIBILITIES AND DUTIES | |
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| Core Responsibilities | Duties |
| Performs overall maintenance of all KSCS buildings as part of the maintenance team. | <ul style="list-style-type: none"> ➤ Performs carpentry, plumbing, painting, repair work and maintenance for the: <ul style="list-style-type: none"> • KSCS Main Building • Services Complex ground floor, public areas • Turtle Bay Elders Lodge • Family Wellness Center • KSCS Whitehouse • Environmental Health Services • Any KSCS sublets ➤ Maintains all building entrances and keeps exits cleared of snow and ice during winter months (as per assigned building). ➤ Maintains pest control. ➤ Responds to alarm system calls, checks alarms daily and resets as required. ➤ Resets electrical breakers when required, ensures electrical repairs are promptly carried out by electrical contractor. ➤ Replaces electrical heater relays and electrical light ballasts. ➤ Performs visual inspections of sprinkler system, main water control valves, feeder lines and sprinkler heads and ensures that these are unobstructed. ➤ Ensures repairs are promptly performed and ensures semi-annual testing and maintenance are performed by the fire protection company. ➤ Performs lawn care in summer and landscaping. ➤ Maintains written logs on maintenance activities. ➤ Responds to repair requests, and reports and recommends solutions to the Manager of Facilities. |
| Performs Security duties. | <ul style="list-style-type: none"> ➤ Oversees the general rules of the building are respected. ➤ Receives, checks and stores all deliveries and supplies during evening shift. ➤ Ensures the security of the building and keeping residents safe after hours. ➤ Keeps accurate written logs of work and any unusual occurrences. |
| Performs janitorial services & light housekeeping duties | <ul style="list-style-type: none"> ➤ Vacuums rugs on a daily basis. ➤ Sweeps and washes floors. ➤ Cleans toilets. ➤ Dusts furniture. ➤ Maintains a clean and tidy entrance. ➤ Maintains at all times, sanitary standards, and removes all waste accumulated in the building to the garbage. ➤ Washes all windows once a year. ➤ Follows through with any complaints, repairs, etc. ➤ Keeps the parking areas clear of all debris. ➤ Does pest control. |

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| | ➤ In the summer, cleans grounds surrounding the building. |
| Performs repairs and new construction. | <ul style="list-style-type: none"> ➤ Performs new construction and routine carpentry repairs such as: wall framing, roof structures and shingling, gyproc, plastering, painting, rough-in and finishing carpentry, making shelving and cabinets etc. ➤ Performs logistical assistance for moving, set-up of furniture and equipment to Elders Lodge, and all KSCS events, such as Annual Picnic, Winter Carnival set up/clean up etc. ➤ Performs basic plumbing repairs by ensuring floor drains are unclogged, faucets, washers and handles are replaced, and toilet bowl water valves are replaced. |
| Performs any other job-related duties as may be required by the immediate Supervisor. | |

| COMMUNICATIONS | |
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| Team Work: | ➤ Commonly requires a level of collaboration and cooperation to get work or projects complete. |
| Advising: | ➤ Occasionally provides information to clients and stakeholders that must be understood and explained. |

| ENVIRONMENTAL FACTORS | |
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| Physical Strain: | ➤ Manipulates medium loads, 15-60 lbs, occasionally heavy loads. |
| Shift Work: | ➤ Works mostly changing hours, evenings and weekends as required. |
| Environment: | ➤ Works indoors and/or outdoors in changing climate conditions. |

| ACCOUNTABILITY | |
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| <ul style="list-style-type: none"> ➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To participate actively and positively in the KSCS Maintenance Team. ➤ To ensure the provision of efficient and safe building and general maintenance activities. ➤ To ensure provision of quality repair and construction services. ➤ To maintain a secure fire alarm system. ➤ To maintain confidentiality practices. | |

| QUALIFICATIONS | |
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| Education and Experience | <ul style="list-style-type: none"> ➤ Minimum high school diploma and one (1) to three (3) years related work experience. ➤ Certificates in related field(s) are an asset: janitorial, carpentry, plumbing, etc. with one (1) year related work experience. |
| Skills and Requirements | <ul style="list-style-type: none"> ➤ Good understanding of building structures and his/her mechanical systems. ➤ Good understanding of construction methods, work safety and possession of carpentry, plastering and painting. ➤ Knowledge of equipment pertaining to particular area is essential. ➤ Ability to work independently with minimal supervision. ➤ A valid driver's license and access to vehicle is a requirement. ➤ Availability for flexible hours to participate in KSCS activities. |
| Assets | ➤ Knowledge of Kanien'keha language. |

TBEL Part-Time: Annex B

| GENERAL INFORMATION | |
|---------------------------------|---|
| Code: | FC3 |
| Job Title: | Maintenance/Security Worker (TBEL) |
| Department: | Family Services, Home and Community Care Services, Turtle Bay Elder's Lodge |
| Date of Job Description: | April 2, 2011 |
| Job Reports To: | Team Leader, Maintenance and Security, TBEL |

| JOB DESCRIPTION SUMMARY |
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| Under the supervision of Team Leader of Maintenance and Security, TBEL. The Maintenance and Security Worker is responsible for the overall maintenance of the Turtle Bay Elder's Lodge buildings. |

| CORE RESPONSIBILITIES AND DUTIES | |
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| Core Responsibilities | Duties |
| Performs janitorial tasks. | <ul style="list-style-type: none"> ➤ Vacuums rugs and dusts furniture on daily basis. ➤ Sweeps and washes kitchen and bathroom floors. ➤ Cleans toilets. ➤ Removes all waste accumulated in the building to the garbage. ➤ Keeps the parking areas clear of all debris. ➤ In summer, cleans grounds surrounding the buildings, and cuts grass. ➤ In winter, removes snow and ice from all fire exits and entrances. ➤ Assists with snow removal from residents' cars, and moves the cars for snow removal in the winter. ➤ Washes all windows once per year. ➤ Maintains a clean and tidy front entrance. ➤ Attends staff meetings/workshops/conferences relevant to area of employment. |
| Performs all repairs/carpentry needs. | <ul style="list-style-type: none"> ➤ Arranges for repairs to equipment. ➤ Performs carpentry, plumbing, painting and associated building repairs (minor). ➤ Makes cabinets, shelving, etc. ➤ Changes all lights in building and resets breakers. ➤ Does pest control. ➤ Follows through on any complaints, repairs, etc. ➤ Responds to specific requests from various occupants for minor repairs. |
| Provides security duties. | <ul style="list-style-type: none"> ➤ Responds as after hours and holiday telephone receptionist, holidays included. ➤ Responds to the emergency call systems. ➤ Provides hourly checks on some residents and extended care who were recently discharged from the hospital. ➤ Ensures the security of the building by keeping out non-residents after hours. ➤ Provides meal delivery to resident's room when they are ill. ➤ Assists residents and kitchen staff with deliveries of groceries. ➤ Keeps several daily logbooks up-to-date including maintenance, kitchen staff, long distance phone calls, snow removal and medication delivery. ➤ Oversees that the general rules of the building are respected i.e. noise after hours, no drinking where applicable. ➤ Receives, checks and stores all deliveries and supplies. |
| Performs any other job-related duties as may be required by the immediate Supervisor. | |

| ENVIRONMENTAL FACTORS | |
|------------------------------|---|
| Physical strain: | <ul style="list-style-type: none"> ➤ Manipulates medium loads. 15 – 60 lbs, occasionally heavy loads, especially during winter snow shovelling and clearing. |
| Stress factor: | <ul style="list-style-type: none"> ➤ Deals with moderate stress but are higher when working alone, on weekends, holidays and after 4:00 pm. |
| Shift work: | <ul style="list-style-type: none"> ➤ Mostly on regular hours which, entails working a variety of shift as position must be filled seven days per week, 24 hours per day. ➤ Works evenings and weekends as required. |
| Environment: | <ul style="list-style-type: none"> ➤ Works Indoor and/or outdoor work, changing climate. ➤ Knowledge of equipment pertaining to particular area is essential. |

| ACCOUNTABILITY |
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- To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.
- To maintain at all times, sanitary standards.
- To ensure janitorial duties are performed as per schedule.
- To ensure the buildings are kept secure at all times.
- To perform efficient and safe repair and building upkeep services.
- To document and report all major repairs and security occurrences.
- To maintain confidentiality practices.

| QUALIFICATIONS | |
|--|---|
| Education and Experience required | <ul style="list-style-type: none"> ➤ Certificates in these related field(s) are an asset: janitorial, carpentry, plumbing, etc., with one (1) year related work experience. ➤ Minimum High School Diploma with three (3) years related work experience. ➤ Must be willing to participate in training such as First Aid, CPR, etc. |
| Skills and Requirements | <ul style="list-style-type: none"> ➤ Knowledge of equipment pertaining to particular area is essential. ➤ Must be able to communicate well with residents. ➤ Good communication skills, verbal and written. ➤ Ability to work independently or with minimal supervision. ➤ Ability to work in team setting. ➤ A valid driver's licence and have access to a vehicle. ➤ Ability to work regular work week, evenings and weekends as required. |
| Assets | <ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha. |