



Kahnawake Shakotii'akehnhas Community Services

EMPLOYMENT OPPORTUNITY

Maintenance & Security Worker (40HR), Assisted Living Services ILC/ALS

KSCS is seeking an experienced and responsible individual to provide overall maintenance and security services to the Assisted Living Services building, ensuring the ALS resident rules and responsibilities are always respected and adhered to.

Under the supervision of the Team Leader ALS Maintenance and Security, the Maintenance and Security Worker is responsible for the overall maintenance of the buildings and security of the ILC and is responsible to handle all incoming calls and to take messages as directed, while also ensuring the safety and security of the building, residents, clients, and employees.

Required Education & Experience:

- High School Leaving (minimum) or equivalent.
- Training in Maintenance and Security or Homecare with one (1) to three (3) years experience of maintenance and/or security.
- First Aid and CPR training is an asset.
- A valid drivers' license and access to a vehicle is required.

Status: Indefinite full-time contract, six (6)-month probationary period.

Salary: Starting at 24.58/hour.

Schedule: 40 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. 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 KSCS main reception or at www.kscs.ca. Please call 450-632-6880 for more information and submit completed applications, online, to: humanresources@kscskahnawake.ca.

Deadline to apply: Friday, May 3rd, 2024 at 4:00 p.m.

GENERAL INFORMATION	
Code:	FC3
Job Title:	Maintenance/Security Worker (ALS/ILC)
Department:	Family Services, Assisted Living Services, Independent Living Center
Date of Job Description:	April 2, 2011
Date of the Revision:	December 8, 2023
Job Reports To:	Team Leader of ALS Maintenance and Security

JOB DESCRIPTION SUMMARY
<p>Under the supervision of the Team Leader of ALS Maintenance and Security, the Maintenance and Security Worker is responsible for the overall maintenance of the buildings and security of the Independent Living Center (ILC) and is responsible to handle all incoming calls and to take messages as directed.</p> <p>With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.</p> <p>As part of the KSCS Security/Maintenance Team, is responsible for the overall maintenance, security and janitorial duties for KSCS facilities. Responsible to ensure the safety and security of the building, residents, clients and employees. Typical duties may include assistance with supper meal prep and cleanup vacuuming, sweeping, washing floors, cleaning washrooms, dusting, general repair and maintenance work. May receive, check and store all deliveries and supplies.</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	
Core Responsibilities	Duties
Performs security duties.	<ul style="list-style-type: none"> ➤ Operates all building systems, including but not limited to the fire alarm, ventilation, heating, and water sprinkler systems and electrical/breaker rooms. ➤ Reviews reports from previous shifts and follows through on any special notations. ➤ Keeps accurate written logs of work based on observation procedures and document all unusual occurrences. ➤ Makes regular facility checks including the building and the grounds. ➤ Reports to Supervisor, if and when a client or staff incident has occurred following with the proper document and reporting procedures including but not limited to completing a bag or room search for alcohol and drugs. ➤ In case of an emergency, or fire, follows and carries out the fire alarm and/or evacuation plans and procedures. In case of an emergency, undertakes First Aid or CPR, and contacts the Peacekeepers/EMT, including, if and when a resident is suicidal, ill or requiring medical attention and follows with the proper documentation and reporting procedures.
Performs reception duties.	<ul style="list-style-type: none"> ➤ Takes all incoming calls and messages and ensures that the appropriate staff person, participant or resident receives the messages. ➤ Accepts deliveries and forwards all related invoices, and delivers receipts to ALS administration. ➤ Assists suppliers and service call workers with the necessary support and information. ➤ Attends any related meetings as directed or requested by Supervisor.

	<ul style="list-style-type: none"> ➤ Ensures ILC Residences Rules and Responsibilities are respected and adhered to at all times. ➤ Assists clients with laundry, cleaning rooms and daily chores.
Performs maintenance duties.	<ul style="list-style-type: none"> ➤ Handles minor repairs and reports all items or situations requiring major repair to his/her Supervisor. ➤ Provides service in the following areas, major repairs, grass cutting, driveway snow removal. ➤ Completes all cleaning and maintenance duties as outlined and assigned within the ILC Maintenance and Security Shift and Task Cleaning Internal and External Schedule and reports uncompleted segments of the shift tasks. ➤ Performs minor carpentry, plumbing, painting and associated building repairs. ➤ Changes all lights in the facility, and resets breakers. ➤ Washes windows (inside and outside). ➤ Assists in the preventive maintenance of the floors by either stripping or waxing the floors. ➤ Follows the Preventive Cleaning of Appliances and equipment. ➤ Handles the pest control. ➤ Removes all waste accumulated in the building to the garbage. ➤ In the winter, removes snow and ice from all fire exits and entrances. ➤ Keeps the parking areas clear of all debris. ➤ Responds to requests for minor repairs from various occupants. ➤ Follows through on any complaints, repairs, etc.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	<ul style="list-style-type: none"> ➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
Advising:	<ul style="list-style-type: none"> ➤ Commonly provides information to clients and stakeholders that must be understood and explained.

ENVIRONMENT	
Physical strain:	<ul style="list-style-type: none"> ➤ Manipulates medium loads (15 – 60 lbs) and occasionally heavy loads, especially during winter snow shovelling and clearing.
Stress Factor:	<ul style="list-style-type: none"> ➤ Deals with moderate with potential for high stress at times.
Shift Work:	<ul style="list-style-type: none"> ➤ Works mostly on regular hours. ➤ Is available for Sporadic replacement.
Environment:	<ul style="list-style-type: none"> ➤ Works indoors and/or outdoors in changing climate.

ACCOUNTABILITY	
<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 perform efficient general maintenance, reception and security duties. ➤ To perform efficient repair and building upkeep services. ➤ To document and report all major repairs. ➤ To ensure the internal and external facility is safe and secure. ➤ To ensure the ILC rules and regulations are adhered to. ➤ To maintain at all times, sanitary standards and ensures that the building is clean and safe. ➤ To handle all incoming calls and to takes messages as directed. ➤ To maintain confidentiality practices. 	

QUALIFICATIONS	
Education and Experience Required	<ul style="list-style-type: none"> ➤ High School Leaving (minimum) or equivalent. ➤ Training in Maintenance and Security or Homecare with one (1) to three (3) years experience of maintenance and/or security. ➤ First Aid and CPR training or willing to take training.

<p style="text-align: center;">Skills and Requirements</p>	<ul style="list-style-type: none"> ➤ Knowledge of equipment pertaining to particulars is essential. ➤ Ability to work independently with minimal supervision. ➤ Basic Knowledge of computer i.e. Word and Excel. ➤ A valid driver's license and have access to a vehicle. ➤ Availability to work flexible hours (including holidays, evenings and weekends) to participate in KSCS activities.
<p style="text-align: center;">Assets</p>	<ul style="list-style-type: none"> ➤ Knowledge of Kanién'keha. ➤ A valid driver's license and have access to a vehicle is an asset.

Immediate Supervisor

Incumbent

Date