

Job Posting: Facilities Technician

Date of Posting: Friday October 23rd, 2020

Closing Date: Friday October 30th, 2020

Position Type: This is a full-time permanent position.

Organizational Overview:

Six Nations Polytechnic is a unique post-secondary Institution, recognized by community, government and institutions of higher learning, as a centre of excellence in Indigenous Education. Six Nations Polytechnic has delivered post-secondary programming for over two decades, in partnership with publicly funded Ontario Universities and Colleges.

If you are seeking a new and exciting career opportunity, have passion for education, and want to be part of a dynamic, diverse, and continuously growing team, then Six Nations Polytechnic is the employer for you!

Function & Overview:

Under the Supervision of the Facilities Manager or Designate, the Facilities Technician maintains safety, good order and appropriate service level standards of cleanliness and appearance at Six Nations Polytechnic. The Facilities Technician ensures routine cleaning and basic maintenance duties are completed, contributing towards providing a safe and accessible, invitingly clean and comfortable campus environment through service excellence.

Duties:

The duties of the Facilities Technician – include, without limitation:

- Performing cleaning and sanitizing duties at campus locations, including general office areas, classrooms, washrooms, floors, windows, doors, fixtures and entrances;
- Ensuring cleaning and custodial work duties are completed daily in accordance with completion deadlines, taking into consideration traffic flow and special events;
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances;
- Ensuring all areas are made and remain tidy, including entrance ways;
- Monitoring and informing the Facilities Manager of adequate levels of custodial supplies;
- Ensuring cleaning equipment is ready for use and in good repair;
- Appropriately using chemicals, materials, powered and non-powered equipment and tools and required personal protective equipment;
- Vacuuming, sweeping, washing, dusting and spot-cleaning all areas and surfaces;
- Complying with the SNP campus procedural manual, particularly in relation to COVID-19;
- Ensuring daily removal of refuse and recycling;
- Disposing of occasional bio-hazardous waste in a compliant manner;
- Ensuring secure facilities after operating hours by locking doors, closing windows and setting alarm;
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.) and transports required materials;
- Escalating any custodial, maintenance and/or safety issues to the Facilities Manager; and
- Other related duties, as required.

Education and Experience:

- High school diploma or equivalent;

- Minimum of two (2) years' relevant work experience in commercial cleaning including major institutional sectors, such as education, post-secondary education, medical/hospital or service industry;
- WHMIS training and experience using hazardous workplace materials, including chemical cleaning products, and powered/ non-powered equipment and tools, including floor polishers, vacuum cleaners and floor scrubbers;
- Ability to perform routine physical activities including standing, walking, bending, crouching, reaching, lifting and carrying light (up to 5kg or 11lb), medium (5 to 20kg or 11 to 44lb), and/or heavy (over 20kg or 44lb) objects, pushing, pulling, working in an awkward position and/ or maintaining one position for a long period; and
- Forklift license is an asset.

Knowledge, Skills and Abilities:

- A general current knowledge of Hodiho:ni history, culture, values, contemporary issues, community priorities and stakeholders;
- Knowledge of health and safety practices and safe lifting;
- Ability to work occasional evenings, weekends, and off hour special events;
- Sound interpersonal skills including communication, organization, negotiation, and professional judgement;
- Ability to plan and manage schedules and timelines;
- Willingness to take additional training and professional development;
- Capacity to work both independently and in a team setting, demonstrating Hodiho:ni values of Ga`nigohi:yo;;
- Demonstrated familiarity with standard desktop computing programs, including spreadsheets, word processing, and database applications, on the Windows 2010 (or later) operating system;
- Understanding and appreciation of, and willingness to support the unique philosophy, vision, and mission of Six Nations Polytechnic, Inc.; and
- Must be able to provide the results of a current satisfactory Criminal Record Check (dated within six months).

APPLICATION PROCEDURE:

Applications will be accepted until Friday October 30th, 2020 at 4:00pm:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the position posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/résumé** outlining relevant experience, educational background.
3. Names and contact information for **three professional references**.

Above application materials can be sent to the attention of:

Diana Lomax, Human Resources Manager

Email: humanresources@snpolytechnic.com

Please put "**Facilities Technician Job Application**" in the subject line.

We thank all interested applicants, however only those candidates selected for an interview will be contacted.