



Competition No.: **2024-041**
Position: **Cleaner/Maintenance**
Salary: **MAN 1 Pay Scale: \$38,709.22 - \$45,473.15**
Conditions:

- Full Time Permanent (Non-Unionized)

Department: **Berens River Community Unit**
Location: **Berens River First Nation, MB**
Closing Date: **May 13, 2023**
How to apply: **Email: hr@secfs.ca Fax: 204-594-0499**
Applications can also be dropped off at the Local CFS Office

Reporting directly to the Unit Supervisor, the Cleaner/Maintenance personnel will be responsible for the comprehensive maintenance and cleanliness of the Berens River Community Office. During operational hours, the Cleaner/Maintenance individual will fulfill the role of custodian, diligently executing all associated tasks and obligations in alignment with the Agency's philosophy, direction, and policy standards.

MAINTENANCE DUTIES:

- Performs general upkeep of the office such as repairs and cleaning.
- Responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy, safe, and functional.
- Ensures building and equipment meet all safety, security, and fire regulations.
- Makes recommendations for major repairs and purchases to Unit Supervisor.
- Performs minor repairs such as patching drywall, light paint touchups, repairing furniture, other basic equipment repairs, etc.
- Transports equipment, furniture, supplies using aides such as dollies/carts.
- Arranges furniture for special events.
- Assembles office furniture, desks, cabinets, etc.; Responsible for disposing of broken furniture by transporting to the local landfill.
- Assists with hanging pictures, corkboards, whiteboards, TV's, etc.
- Ensures both inside and outside lighting is in working order; changes light bulbs as needed.
- Ensures that hallways, meeting spaces, and storage areas are kept clean and clutter free.
- Responsible for minor bathroom repairs (fixes toilets, bathroom stalls, etc.).
- Responsible for ensuring sidewalk is safe for walking (applying salt/sand in winter, shoveling as needed).
- Monthly inspection of agency vehicles; reports any damages to the Unit Supervisor.
- Perform general maintenance duties on properties and equipment.
- Reports safety concerns and repair issues (i.e. furniture and fixtures) to the Unit Supervisor.
- Other duties as assigned.

CUSTODIAL DUTIES:

- Ensures the general upkeep of the facility such as cleaning floors, washrooms, windows, collecting and disposing of garbage/recycling, vacuuming as needed.
- Ensures any wet or dry spills are taken care of immediately.
- Assists with ordering cleaning supplies and advises Unit Supervisor when items are running low.
- Restock bathroom as needed.
- Refill soap dispensers and sanitizing dispensers.
- Washes dishes; dries dishes; puts dishes in their respective places.
- Ensures office is presentable by wiping down walls, removing debris/recycling.
- Responsible for wiping door handles, furniture, counters, light switches, copier machines and other high touch areas.

QUALIFICATIONS:

- Skilled in the use of both hand and power tools (i.e. hammers, saws, drills, wrenches, etc.)
- Ability to respond to work orders in a timely and professional manner.
- Maintain a high level of independence and is self-motivated.
- Ability to work under/handle stressful situations.
- Communicates respectfully to ensure positive working relationships.
- Excellent decision-making skills.
- Frequently operating cleaning equipment and tools, mopping/sweeping, bending/twisting/lifting/etc.
- Able to lift up to 50 pounds.
- Previous experience preferred, but not required.
- A valid driver's license.
- Satisfactory Criminal Record; Prior Contact; and Child Abuse Registry Checks.

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.