

**United Native Friendship Centre
Job Description**

1. POSITION: Maintenance Worker

2. SUPERVISION: Executive Director

3. QUALIFICATIONS:

- High school diploma/GED
- Experience in building maintenance
- Ability to perform minor repairs
- Proficient with power and hand tools and grounds keeping equipment
- Must be able to work with minimal supervision
- Effective communication skills
- Ability to multitask and establish priorities
- Excellent time management
- Must have up to date First Aid/CPR and WHMIS certifications
- Must have valid driver's license and vehicle
- A satisfactory Criminal Reference Check must be submitted prior to employment start

4. JOB DUTIES:

- Canadian Tire/Walmart/General Supply purchases
- Light plumbing
- Minor building repairs
- Identify major repairs and report to management
- Light bulbs and fixtures replacement
- Furnace filter replacement
- Garbage dump/recycle runs when required
- Heavy lifting may be required
- Winterizing lawn mower/weed eater and air conditioners
- Preparation for changing seasons (heat tape switch at CLC, take out shovels and store rakes)
- Shoveling entrances and ramps (winter)
- Grass cutting/weeding (summer)
- Maintain adequate supplies (gas, oil, propane, rock salt, light bulbs, furnace filters, etc.)

5. EVALUATION:

This position shall be evaluated after completion of a six-month probationary period and on an annual basis thereafter.

(UNFC Maintenance Worker 2017)