



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

CALL FOR INTEREST

Job Title:	Custodian I (Casual Work)	Posting #:	05-2021-temp
Department:	Community Infrastructure & Safety Services	Level:	G1-L1-C1
Location:	On Reserve	FTE:	unknown
Supervisor:	Capital Work Coordinator	Starting Rate:	\$16.65
Key Areas:	cleaning office buildings, school, and the like	First Posted:	10-03-2021
Effective Date:	March 2021	Closes:	when filled

SUMMARY / SCOPE

The Capital Works division is compiling a list of qualified candidates who are interested in working as Custodians. The work takes place on reserve in FNFN Buildings. The work term is temporary and casual and hours may vary from part-time to full-time.

The primary responsibilities of the Custodian are to perform cleaning work in buildings and to ensure the security of buildings while working. This work is highly structured and approval is required for all deviations from assigned work. Discretion and independence of action is exercised when prioritizing daily tasks and activities. This worker performs a variety of standard cleaning work to ensure clean and safe environments in the assigned building. This worker will work alone, and will assist senior staff and specialized contractors/service providers to complete special assignments (i.e.: carpet cleaners, waxing specialists). Routine cleaning includes cleaning offices, classrooms, washroom facilities, boardrooms, storage rooms, fitness equipment, etc. and also includes cleaning multipurpose areas, kitchen areas, hallways, stairwells, etc. Duties are outlined by the supervisor and detailed schedules of duties are provided for keeping work logged and on track. This worker is responsible for all assigned areas of the assigned building. This worker will cross-train with other custodial workers in other units and will ensure that all work guidelines and safe work practices are followed. A key element of success for this worker is the development of an awareness and knowledge of the relevant work and cleaning methods, and of reference materials to assist in addressing problems, challenges and issues; references include written policies, procedures and guidelines, as well as maintenance schedules and check lists, and manuals and reference handbooks, and WHMIS manual and data sheets. Other related duties as required.

Candidate Profile:

The Custodian has a good level of energy to perform the work, and has good interpersonal skills including good listening skills to gather information and to ask questions in order to carry out assigned tasks and to provide routine information to other employees. The Custodian has good written and verbal communication skills and communicates with the supervisor, co-workers, and maintenance staff to obtain information, supplies, tools, equipment and/or advice or helps to solve problems or issues, and may occasionally have contact with other building workers, occupational health and safety committee members, and the general public.

YOUR "KNOW HOW" INCLUDES:

- Safety
- Communication
- Organization/Coordination
- Hazzard Assessment
- Team work
- Time Management
- Cleaning surfaces, materials, supplies
- Operate Cleaning Equipment
- Dependable



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MINIMUM QUALIFICATIONS

- Mature individual and able to read and write standard words.
- Good communication skills; ability to listen to understand and ask questions for clarification.
- Good interpersonal skills and ability to interact well with employees and the public.
- Organized and able to handle competing priorities and meet deadlines.
- Police Information Check
- Ability to provide own transportation to and from work.

ASSETS

Any of the following are considered assets:

- Certificates of training, such as First Aid, WHMIS, OHS
- Experience performing cleaning, or maintenance and repair work
- Experience with mechanical tools and equipment
- Able to use email.

WORK CONDITIONS

- Lifting or moving objects less than 10 lbs., is a constant requirement and lifting or moving objects over 40 lbs. is performed occasionally. Objects can include tools, bags of garbage, supplies, furniture.
- Interacts with supervisor, co-workers, maintenance staff, and occasional contact with office staff.
- Manual or physical activities include a regular requirement to use gross motor skills: includes, bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting.
- Auditory concentration is required to listen attentively, to be alert and to obtain and interpret information correctly.
- Visual concentration or alertness is required on a regular basis when operating tools and equipment to ensure the safety of self and others.
- There is a requirement to wear safety boots at all times. Other safety equipment such as goggles, eye protection, masks, gloves, may be required when performing specific tasks.
- Regularly work results in exposure to dirt, dust, filth and garbage, wet or slippery surfaces.
- Occasionally, can be exposed to vibration from equipment, or sharp objects such as utility knives.
- The likelihood of injury or illness resulting from hazards in the job is limited if safety precautions are followed.
- Extra-regular hours and overtime may be assigned from time to time.



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APPLICATION INSTRUCTIONS

Closing Date - Ongoing. *Preference will be given to qualified local First Nation's applicants. If you do not have access to electronic mail please schedule and appointment to take your resume and any applicable training tickets to reception at the Administration Building (Band Office), and they will send it to our recruitment email address, otherwise, kindly forward your resume and tickets to:

Human Resources Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca
Fax: 250-774-7260

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

** Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.