



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## INTERNAL-EXTERNAL POSTING

<b>Job Title:</b> Custodian	<b>Posting #:</b> 06-2023
<b>Department:</b> Community Infrastructure & Safety Services	<b>Grade:</b> 1
<b>Location:</b> On Reserve	<b>FTE:</b> 0.70
<b>Supervisor:</b> Public & Capital Works Manager	<b>Starting Rate:</b> \$17.32/hr
<b>Key Areas:</b> Assets Security, Safety, Cleaning, Tools/Equipment	<b>First Posted:</b> 2023-02-15
<b>Effective Date:</b> February 15, 2022	<b>Closes:</b> When Filled

### Job Scope

The primary responsibility of a Custodian is 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.

### Minimum Requirements

- 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 other workers and the public.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccinations.
- Satisfactory completion of a police information check.
- Ability to provide own transportation to and from work.

### Additional Information

The following training/certificates and additional assets are preferred, but the Employer may provide training to successful candidates:

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

### Work Conditions

Evening cleaning typically takes place after all staff left the buildings for the day, so workers may work alone; however, some buildings offer evening programs and other workers and patrons may be in attendance during work hours. The regular work schedule is Monday to Friday, 6 hours each evening starting at 4:30 p.m.; later



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start times may be arranged - 30 hours per week, year round. Seasonal cleaning may take place during building closures or on weekends. Extra-regular hours and overtime hours are occasionally required.

### Application Instructions

**Closes:** When Filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

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

\* 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.