



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## INTERNAL-EXTERNAL POSTING

<b>Job Title:</b>	Custodian I (3 opportunities available)	<b>Posting #:</b>	06-2022
<b>Department:</b>	Community Infrastructure & Safety Services	<b>Level:</b>	G1-L1-C1
<b>Location:</b>	As assigned (Health/Day Care/Lands & Trades)	<b>FTE:</b>	0.70
<b>Supervisor:</b>	Capital Works Coordinator	<b>Hourly Rate:</b>	\$16.65 pending
<b>Key Areas:</b>	Assets Security, Safety, Cleaning, Tools/Equipment	<b>First Posted:</b>	2022-01-31
<b>Effective Date:</b>	January 2022	<b>Closes:</b>	When filled.

### SUMMARY / SCOPE

*Hours of work are typically 6 hours each evening from 4:30 – 10:30 p.m. Please note that due to COVID-19 this worker may be required to work a flexible schedule which will occasionally require earlier start times, later end times, and working weekends when required for increased deep cleaning needs.*

The primary responsibilities of the Custodian I 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.

This job is 30 hours per week, year round. Seasonal cleaning may take place during building closures.

### 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.

### COMPETENCIES

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

### 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.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccination.
- Satisfactory completion of a police information check.
- Ability to provide own transportation to and from work.

The following are considered assets:



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- 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.

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### APPLICATION INSTRUCTIONS

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**Closes:** When filled. The successful candidate will be eligible for comprehensive group health benefits.

\*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

**Human Resources, Recruitment**  
Fort Nelson First Nation  
R.R. #1, Mile 295, Alaska Highway  
Fort Nelson, B.C. VOC 1R0  
E-mail: [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 qualifications 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.