



JOB POSTING CARETAKER – GENERAL SERVICES FULL TIME PERMANENT POSITION DEPARTMENT OF TECHNICAL SERVICES

Annual Salary: GST 14- Step 2/3 - \$32,746.97 - \$34,056.85

POSITION SUMMARY:

Under the supervision of the direct Head Caretaker, with indirect Supervision by the Maintenance Manager for the assigned sector, the incumbent is responsible for performing and assisting in the general duties pertaining to janitorial, custodial cleaning and the daily operation, maintenance and upkeep of assigned assets and facilities maintained by the Department of Technical Services (DTS) Maintenance Program in conjunction with the Maintenance Management System (MMS) Program under the care and control of the MCA.

QUALIFICATIONS:

- High school graduate or equivalent and; with one (1) year experience in general cleaning and building sanitation procedures,;
- Minimum of one (1) year of work experience in related trade work, building system maintenance, building systems with equivalent knowledge and experience with skilled trades and disciplines in a variety of trade fields to include but not limited to carpentry, plumbing, electrical, heating and construction;
- Certification or ability to be certified within a specific time frame for WHMIS, MSDS, First Aid, CPR, other training as required by the employee;
- Valid driver's license with driving abstract

All interested applicants must submit a letter of interest, resume and copies of diplomas and certificates along with three (3) references submitted on a Consent to Release Reference Check Form (Contact Human Resources) along with a copy of valid driver's license, **no later than 4:00 p.m. Thursday, July 27, 2017** to:

Steve Lazore
HR Staffing Officer
Administration # 1 Building
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2150
e-mail: steve.lazore@akwesasne.ca



- **Applicants must clearly outline that they meet the qualification requirements on their resume.**
- **Only those selected for further screening or an interview will be contacted.**
- **A criminal records check is mandatory**
- **Native preference in hiring.**
- **As a requirement of employment all applicants must have a Canadian Social Insurance Number.**
- **An eligibility list will be created for one (1) year.**