



OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,
HAIDA GWAI, V0T 1M0
TEL: (250) 626-3337 • FAX: (250) 626 5440
TOLL FREE: 1-888-378-4422

Custodian and Maintenance Worker

Position Type: Permanent Full-Time

Hours: 35 hours per week (flexible)

Starting Rate: \$22.00 per hour

Reports To: Band Administrator

Position Summary:

The Custodian and Maintenance Worker will ensure a clean, safe environment by providing routine daily cleaning of the administration offices and community hall. The Custodian also undertakes major annual and spring cleaning activities and minor repairs throughout the year. Custodian will be responsible for arranging repairs outside of scope. Custodian is responsible for all janitorial supply orders. Custodian is required to attend all Occupational Health and Safety meetings as part of their position.

Reporting Relationship:

The Custodian/ Maintenance Worker reports directly to the Band Administrator and works closely with the Executive Assistant, Recreation Coordinator, and members of the Capital Works Department.

Knowledge Skills and Abilities:

1. Maintenance and Repairs

- Performs general maintenance and repairs
- Assists staff with installation of shelves, whiteboards, picture hanging, and other minor repairs
- Responsible for connecting with Capital Work staff for repairs outside of custodians scope.
- Oversees and conducts annual cleaning activities in both the interior and exterior building
- Ensure routine repairs, and broken/damaged items are repaired and preventative maintenance conducted
- Replace burnt out lights

2. Janitorial Duties:

- Sweep, wash floors
- Wash windows
- Empty Garbage & manage recycling
- Clean bathrooms daily and fully stock
- Clean staff kitchens and mezzanine area
- Dust, Wash and clean walls as needed
- Changes and Cleans water dispensers
- Maintain grounds, and remove garbage and unsafe materials

3. Administration Duties:

- Request Purchase Orders and submits receipts for approval of maintenance and repairs to Executive Assistant
- Orders bulk supplies for all Administrative Buildings and maintain inventory
- Report major repairs and maintenance issues to Capital Works
- Ensures building is secure at night, during holidays, and weekends



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4. Other Duties:

- Raise and lower the flags as required
- Performs other duties as assigned by the Band Administrator

Qualifications and Skills/Experience:

- Knowledge and understanding of Haida Culture
- Ability to work flexible hours and respond to after hour emergency calls
- Physically capable of carrying out duties of the position which may include the moving of equipment, supplies, furniture, file boxes, and other items
- Ability to properly operate equipment needed to provide the necessary cleaning and maintenance
- Demonstrate a sound work ethic
- Ability to maintain public health and safety standards
- Knowledge and experience in providing general repair and maintenance functions
- Understanding of boiler and filter systems is an asset, training can be provided
- Ability to maintain confidentiality
- Grade 12 graduate and/or a minimum of five years related work experience in Janitorial and/or building construction and maintenance
- Must have a proficient level of communication skills, verbal and written.
- Must possess good organizational and time-management skills.
- Must possess a valid class 5 driver's license, own transportation is required.
- Valid Level One first aid certification with transportation endorsement
- Work Safe Certification, Workplace Hazardous Materials Information system. (WHIMIS)
- Provide a current Drivers Abstract

Training Opportunities

OMVC and TriCorp will be putting on a building maintenance program. Applicant must be willing to attend training to obtain certification.

How to Apply: Application Deadline: Feb 23, 2024, at noon

Please submit cover letter and resume [to: reception@omvc.ca](mailto:reception@omvc.ca) in-person at the Band Office.
Preference will be given to qualified Haida applicants. Only applicants to be interviewed will be contacted.

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