



## KINA Gbezhgomi Child and Family Services Employment Opportunity

Posted 13JUL21

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, beliefs, and customs

# PROPERTY OFFICER (1) FULL TIME POSITION - PERMANENT LOCATION: SUDBURY

Salary Range \$49,897 - \$61,366

### Job Overview

The Property Officer is responsible to ensure effective and efficient asset management, lease management, inventory control, and building security. The Property Officer assists in the maintenance of all capital asset inventory records and works in conjunction with the Health and Safety team.

### Qualifications

#### Education

- A minimum of a two (2) year college diploma in Administration, Building Maintenance or related field of study is required.

#### Duties

- Perform minor maintenance/upkeep tasks for any office sites and/or coordinate repairs.
- Working with building owners to address areas in need of maintenance.
- Ensure that Agency property and building maintenance requests are completed in a timely manner.
- Assist and Participate with Emergency Planning exercises in collaboration with Health and Safety.
- Regularly inspect building structures and properties to identify defective components to ensure any potential hazards are corrected, repaired, or eliminated.
- Address any property damages relating to office sites, transition homes, vehicles.
- Liaise with contractors/service providers to arrange lawn maintenance, landscaping, snow removal, garbage disposal and any other maintenance related contracts.
- Ensure walkways are clear, salted or sanded in winter months, prepares facilities for workday prior to work time when required.
- Oversees vehicle fleet maintenance records and schedules, ensures vehicle documentation is updated and vehicle booking system functions efficiently.
- Maintain a system of inventory/control and asset inventory tracking Agency property.
- Assist with researching quotes and other information for minor/regular maintenance and capital projects as directed by the Property Administrator.
- Assist with program related events as required in the coordination, pick-up/delivery, and set up.
- Assists with janitorial supplies and ensure sites are maintained and stocked.
- Organize office moves and/or relocation of office furniture or equipment.

#### Work Environment

- The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, also known as smudging; this includes the burning of tobacco, sweet grass, sage and/or cedar.

## DEADLINE: OPEN RECRUITMENT UNTIL POSITION FILLED

Applicants are encouraged to visit our website at [www.kgcfs.org/employment](http://www.kgcfs.org/employment) to review the job description. KGCFS offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "**Confidential – Property Officer**". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers. Please also detail in your application: education, employment experience, and cultural participation. Applications are accepted and in the following order of preference: by email, fax or in person, at

Human Resources – Confidential  
PROPERTY OFFICER  
Kina Gbezhgomi Child and Family Services  
Main Office - 98 Pottawatomi Avenue,  
Wikwemikong, Ontario P0P 2J0  
Fax: (705) 859-2195  
Email: [hr@kgcfs.org](mailto:hr@kgcfs.org)

**KGCFS services is based on a highly specialized approach to the delivery of child welfare in our area. Preference will be given to Anishinaabe Candidates (please self-identify).**

Miigwetch for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidate will be required to submit the following: a satisfactory Criminal Reference Check (within 3 months of application date), Vulnerable Sector Check and Driver's Abstract.