



MAINTENANCE WORKER OGD-26-013 JOB AD/JOB DESCRIPTION

MAINTENANCE WORKER OGD-26-013

OGWADENI:DEO

Part -Time

Applications will be received by Ogwadeni:deo **up to 4:00 pm on September 26, 2026 or until filled** for the **Maintenance Worker - Part Time** position with Ogwadeni:deo. The Job Posting and Job Description are also available for printing from the www.greatsn.com website.

Ogwadeni:deo offers:

- ✓ **100% employer Paid Extended Health & Dental Benefits** with **Greenshield** as our provider our plan includes
- ✓ Extended Health **single and family coverage**
- ✓ **Life and Dependent** life Insurance
- ✓ **\$ 1,500.00 Annual Health Care Spending Account**
- ✓ **100% paid Employer Long Term Disability** with Desjardins as our provider
- ✓ **Vacation plans starting at four (4) weeks**, with recognition of years of service from previous Child Welfare experience
- ✓ **Fourteen (14)** additional designated paid days (Statutory included)
- ✓ Industry leading wages with recognition of previous position experience for wage grid placement
- ✓ OMERS Defined Benefit Pension Plan

The Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through Ogwadeni:deo website [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](http://ogwadenideotco.org).

- ✓ **NO LATE APPLICATIONS ACCEPTED**
- ✓ **Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**
- ✓ **We thank all applicants for your interest, however, only those applicants receiving interviews will be contacted**

JOB SUMMARY:

The Maintenance Worker reports to and works under the direction and supervision of the Executive Administrator in ensuring that all general maintenance duties, repairs and cleaning of the Ogwadeni:deo buildings, grounds and all operating equipment are kept up to date for cleaning walkways for all seasons. Develop and maintain a systematic preventative maintenance schedule for Ogwadeni:deo.

Type	Full Time
Closing Date	September 26, 2026 or until filled
Term:	Permanent
Hours of Work	Up to 35 hours per week
Wage	\$49,500 - \$63,000 per annum

BASIC QUALIFICATIONS:

- Post-Secondary Diploma in Business Administration plus 2-year experience **OR**
- Must have an Office Management Diploma with combined 3-year work experience in a progressive office setting
- Must have a certificate in Business Administration plus 5 years of related work experience in a progressive office setting
- Must have a valid class "G" driver's license.
- Must submit a favourable criminal reference check and vulnerable sector screening.
- Must be willing to work flexible hours.



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SUBMISSION PROCEDURE: (Choose one method ONLY):

Method # 1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope and mail to or drop off at:

**MAINTENANCE – PART-TIME - OGD-026-013
OGWADENI:DEO
Permanent Full-Time
ATTN: HR
2469 Fourth Line
Ohsweken, Ontario N0A 1M0
Business Hours Monday to Friday 8:30 am to 4:00 pm**

Method #2: EMAIL SUBMISSION

1. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package careers@ogwadenideotco.org
 - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to Human Resources at 519-445-1834 ext. 4554 or via email at careers@ogwadenideotco.org.

Method #3: Online

1. Please visit: [Careers – Ogwadeni:deo](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:



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1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Copy of your education diploma/degree/certificate and transcript.

If you have any questions or need assistance, please reach out to Ogwadeni:deo Human Resources at 519-445-1864 or via email at careers@ogwadenideotco.org



MAINTENANCE WORKER - Job Description

OGWADENI:DEO
Taking Care of Our Own

Title of Immediate Supervisor:	Executive Administrator	Team:	
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Mission

We are dedicated to assume our responsibilities for taking care of children in partnership with the community:

- By strengthening families through healing at home and in the community,
- By practicing client centered approaches,
- By honouring the family of origin,
- By valuing, upholding and bringing forward Ogwehon:we/Haudenosaunee/Indigenous knowledge as foundational practices of family wellness, and
- By respecting the expertise within the community.

We will demonstrate kindness and understanding to reinforce Ogwehon:we values in the practices of delivering, managing and administering our services. We strengthen the relationships of women and men in a gender balanced development of family systems.

Purpose of the Role

The Maintenance Worker reports to and works under the direction and supervision of the Executive Administrator in ensuring that all general maintenance duties, repairs and cleaning of the Ogwadeni:deo buildings, grounds and all operating equipment are kept up to date for cleaning walkways for all seasons. Develop and maintain a systematic preventative maintenance schedule for Ogwadeni:deo.

Major Position Responsibilities

RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH

- Promote the Ogwadeni:deo philosophy, goals and objectives
- Acts in a professional appropriate manner when supporting community, families, children and youth
- Will ensure all duties of the Maintenance Worker are adhered to and maintain contact with administration staff
- Completes projects as assigned

OGWADENI:DEO THE AGENCY

- Complete daily cleaning which includes: sweep, mop scrub, vacuum the floors
- Cleans washrooms and floors 3-4 times daily
- Empties trash cans and other waste containers
- Dusts and washes interior walls and ceilings
- Orders cleaning supplies
- Attends relevant trainings as approved by Immediate Supervisor
- Pick up of large supply boxes, heavy deliveries
- Moves furniture, paints, washes exterior/interior windows as required
- Opens and locks building if needed
- Checks, on a monthly basis, that fire extinguishers and emergency lighting fixtures throughout the buildings are operational
- Works in consultation with the Executive Administrator to coordinate minor repairs to heating, cooling, ventilating, plumbing and electrical systems
- Requisition supplies and equipment needed for cleaning and maintenance duties
- On call 24 hours a day 7 days a week to answer security calls and attend to work sites if necessary
- Coordinates the removal of trash and recyclables to the property bins for all sites

Insert Finalized Date



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Taking Care of Our Own

- Completes necessary maintenance at all Ogwadeni:deo facilities
- Snow and salt walkway as required
- Maintenance of grounds, including grass cutting, weed eating and minor landscaping for all Ogwadeni:deo facilities when necessary
- Maintain a logbook for all activities
- Determine repairs that are required to be carried out by qualified trades, obtain estimates (following the financial policy) for minor repairs and authorizes the work to be completed
- Will perform general maintenance and repairs
- Maintain and comply with all warranties in effect regarding equipment and tools as required under her/his care and control
- Schedule and oversee the work of independent contractors to ensure repairs are carried out as prescribed internally and landlord responsive for external repairs
- Obtain quotes from qualified trades to complete major work/repairs if necessary and forwards for approval to proceed
- Secure the necessary materials and equipment required to complete the work
- Arm/Disarm security system; lock/unlock main entrance for building 24/7
- Ensure a recording of all inventory, equipment and equipment warranties are maintained
- Responds to staff questions and concerns relating to the maintenance duties within the building, through work order process
- Performs other related duties as determined by the supervisor required and are reasonable for the position.

Knowledge, Experience & Skills Required

Basic/Mandatory Requirements

- Must have College Diploma in Building Maintenance Mechanic with a minimum of two year's work-related experience **OR**
- Ontario Secondary School Diploma; or equivalency; with three (3) year's work-related experience
- Must have Class "G" license in good standing order
- Must submit a favorable criminal reference check and vulnerable sector screening
- Must be willing to work flexible hours
- Will be Ogweho:weh in preference to other applicants.

Knowledge Requirements

- Must possess excellent working knowledge of a building maintenance including minor electrical, plumbing, heating and carpentry, painting and waste management
- Knowledge of Workplace Hazard Materials Information System (WHMIS)
- Knowledge of Health & Safety procedures
- Possess ability to prioritize and assign multiple tasks

Ability Requirements

- Relates and communicate effectively with the Executive Administrator and other staff
- Possess initiative and ability to work independently
- Multi-tasks and works productively in some stressful situations
- Maintains confidentiality
- Maintains a high level of accuracy

Insert Finalized Date



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Taking Care of Our Own

Specific Working Conditions & Requirements

- Work requires aptitude in all areas of building maintenance including mechanical, electrical, carpentry, painting, drywall and waste management; involves extensive physical activity; required to work inside and outside in inclement weather conditions; involves travel and some interaction with the public; subject to interruptions and subject to unscheduled hours; ability to take direction and work independently. This position can also involve physically dangerous situations. The salary will include local travel/mileage and will also include travel to other Ogwadeni:deo sites of work

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Ogwadeni:deo reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

Ogwadeni:deo is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Ogwadeni:deo Code of Practice.

Insert Finalized Date