



General Information

Position Title: Maintenance Technician/Custodian
Reports To: Building Attendant, Principal
Direct Reports: n/a
Date: April 2018

About Kahnawà:ke Education Center

The mission of the Kahnawà:ke Education Center is to provide the children who live in Kahnawà:ke with a solid and well-rounded education laying the foundation for their future careers. The mission of KEC is carried out by the Kahnawà:ke Combined Schools Committee (KCSC) as well as the administrative arm of KEC. The KEC is responsible for the operation and support of three schools in the Kahnawà:ke community and post-secondary administration.

Position Summary

The main purpose of the Maintenance Technician/Custodian role is to ensure that the building, public areas and surroundings of the school are sanitized and well maintained to provide a clean, safe environment for students, school staff and visitors.

Key Responsibilities

Responsibility 1: Daily Cleaning and Maintenance Services

- To clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning, restroom cleaning etc.).
- To collect and dispose of trash following approved procedures.
- To perform maintenance and minor repairs.
- To secure building and activate alarm system.
- To follow all health and safety regulations.

Responsibility 2: Periodic Cleaning and Repairs

- To carry out heavy cleansing tasks and special projects as assigned.
- To clear doorways and entrances for safe passage of students, staff and visitors.
- To manage routine upkeep of exterior areas, green space and parking lot.
- To perform thorough cleaning during extended school holidays and/or summer break.
- To arrange furniture and equipment and set up tables and chairs for special events.

Responsibility 3: Supply Inventory and General Maintenance Services

- To inspect security and emergency systems.
- To stock and maintain storage areas and keep them safe, clean and organized.
- To prepare orders, verify stock and keep inventory of supplies required to perform job duties.
- To notify management concerning need for major repairs or additions.
- To inspect heating, ventilation, plumbing and electrical systems and equipment.
- To ensure all cleaning equipment is functional and report need for replacements.

Responsibility 4: Custodian

- To monitor student behavior during meal service.
- To assist students in crosswalks to assure their safe passage to and from school.
- To provide first aid as required.



Skill & Competency Requirements

Core Competencies:

The necessary core competencies for this position include:

- Strong attention to detail
- Effective time management and solid organizational skills
- Ability to work independently
- Professionalism
- Good physical health and wellness
- Ability to lift and move objects up to 25 pounds

Technical Competencies:

Required technical competencies for this position include:

- Ability to perform a wide variety of cleaning tasks
- Ability to follow written and oral instructions
- Ability to operate cleaning equipment properly and safely
- Knowledge of safe cleaning procedures and cleaning products
- Familiarity with basic landscaping and handyman practices

Education, Knowledge & Experience

- Secondary School Diploma with a minimum of 1-year related experience.
- Knowledge of carpentry, plumbing and electrical systems an asset.
- Workplace safety, CPR and First Aid courses an asset.
- Knowledge of Kanien'kéha language an asset.