



**JOB POSTING
CARETAKER
FULL TIME INDEFINITE
HOUSING**

DEPARTMENT OF INFRASTRUCTURE, HOUSING AND ENVIRONMENT

SALARY LEVEL: PAY BAND 3 \$51,977.02 - \$76,938.69 ANUALLY

DEADLINE TO APPLY: DECEMBER 20, 2024 AT 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direct supervision of the 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 Infrastructure and Housing (DIH) Maintenance Program in conjunction with the ASSET NAV 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 or 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 timeframe for WHMIS, MSDS, first Aid CPR, other training as required by the employer;
- Valid driver's license.
- Position considered to be a Vulnerable Sector position
- Incumbent will be mandated to obtain a clear criminal reference check;
- Incumbent may be mandated to obtain a clear vulnerable sector check depending on the needs of the facility.

All interested applicants **MUST** submit the following documents:

1. A cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas
4. Copy of certificate of Indian status or Copy of Secure Indian Status (if applicable)
5. Three references submitted on a Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.
6. Applicants must be able to travel to all northern portions of Akwesasne, including through the United States as necessary.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before the start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only those candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit applications using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M1A0

Drop Off: 10 Akwesasne Street, Administration Building #3, Akwesasne, Quebec H0M1A0