



KITCHENUHMAYKOOSIB INNINUWUG DIBENJIKEWIN ONAAKONIKEWIN

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Maamao Dibenjikewin Kanawaabajikewin (MDK)

KIDO, the “KI Family Law”, has a vision is to create healthy self, healthy family, and healthy community. The emphasis of service is on family healing and maintaining connections within families and the community. KIDO’s mission is that our dibenjikewinan (families) can raise our awaashishag (children) and oshkaadizag (youth) in healthy homes.

MAINTENANCE WORKER

Job Description

POSITION SUMMARY

The Maintenance Worker’s primarily responsibility is maintenance and repair of KIDO vehicles and other general maintenance and repairs of assigned equipment, including plumbing, electrical, basic carpentry, heating and cooling, and other building system needs. This position will report to the KIDO Assistant Director.

The hours of work will be from 9:00am to 5:00pm during regular KIDO operating hours during the week, but there may be adjustments to the schedule and/or occasional shift work assigned as needed.

QUALIFICATIONS

1. Experience in the field of carpentry, electrical, furnace maintenance, plumbing, and/or other related trade areas are a must; any education and/or certifications would be an asset.
2. A minimum of five (5) years of practical work experience in a frontline custodial setting, including vehicle maintenance.
3. Must be able to work independently.
4. Must have a proven work record of reliability and professional conduct.
5. Must be able to demonstrate knowledge in building maintenance and problem solving.
6. Must possess good verbal and written communication skills, including Anishiniimowin, the language of KI.
7. Must be able to travel to attain First Aid, WHMIS, and general maintenance and repair certification, including a Driver's License.



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8. Must possess a valid Ontario Driver's License, with a Class "B" Driver's License an asset.
9. Must be able to lift 50 pounds at a time.
10. Must be physically fit to climb ladders, and bend or crawl into confined spaces.
11. Professional integrity and ability to maintain confidentiality are essential.
12. Experience in time management when assigned duties and ability to work flexible hours as required, including shift-work.
13. Working knowledge of the KIDO principles, mission, and values.
14. A Criminal Record Check, with a Vulnerable Sector Check, is required.
15. Ability to travel is required (Sioux Lookout, Thunder Bay); with potential for short-notice.

Duties and Responsibilities:

1. To perform general or routine maintenance on office equipment.
2. To inspect and maintain vehicles, and be able to operate basic diagnostic vehicle equipment to determine repairs needed.
3. To have logical skills to understand operational manuals of appliances to provide basic service and maintenance.
4. To be able to determine the extent of repairs and to request specialized assistance.
5. Perform routine or general repairs and maintenance only that do not require a specialized technician for drywall, window repair, doors, painting, and other building fixtures and equipment.
6. To maintain an inventory of maintenance and service equipment and products and to reorder.
7. Perform snow shoveling duties to keep areas safe, as well as spreading sand/salt as needed.
8. Duties will be carried out independently most of the time, but the Maintenance Worker must also work as a team alongside other KIDO staff to ensure that they keep clear lines

