



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

www.kmhc.ca

Internal/External Job Opportunity

KMHC is an expanding hospital centre located on the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:’a (people) and providing quality health and preventative care services.

POSITION	Maintenance Worker Indeterminate (Permanent) Availability/On-Call
JOB SUMMARY	The Maintenance worker will provide services to protect and safeguard clients, staff, visitors, physical plant and supplies. This person will also provide services for maintaining the building and equipment in good working order.
REQUIREMENTS	High School Diploma preferred and three (3) to six (6) months of job-related experience and/or training While performing the duties of this job, the employee is regularly required to stand, use hands and fingers, handle objects, use tools or controls, reach with arms The employee frequently is required to walk The employee is occasionally required to climb or balance, stoop, kneel crouch, or crawl The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or moves up to 25 pounds and occasionally lift and/or move up to 100 pounds
SALARY	In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 6388, Group 651: Echelon 1 \$25.63 per hour
DEADLINE	Monday, May 6, 2024 at 3:30 pm
APPLICATIONS	<u>Please submit a complete application package which includes:</u> <ul style="list-style-type: none">✓ Application Form✓ Letter of Intent✓ Resume✓ Provide names and contact information of three (3) Professional References✓ A signed Privacy Waiver allowing a security check to be performed along with a photocopy of a valid photo Identification Card (Driver’s License preferred or Medicare Card or Band Card) <u>You can find the following documents on www.kmhc.ca/careers:</u> <ul style="list-style-type: none">➤ Job Description➤ Privacy Waiver

Submit applications to:

kmhc.hr.kahnawake@ssss.gouv.qc.ca

*Please note that preference will be given to Indigenous candidates.
Incomplete submission packages will not be considered.*



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

TITLE:	Maintenance Group 651 Code 6388
DEPARTMENT:	Plant Maintenance
SUPERVISOR:	Plant Maintenance Manager
STATUS:	Indeterminate Availability
EFFECTIVE DATE:	May 1999
REVISION DATE:	June 2022

JOB SUMMARY

The Maintenance worker will provide services to protect and safeguard clients, staff, visitors, physical plant and supplies. This person will also provide services for maintaining the building and equipment in good working order.

RESPONSIBILITIES

- Ensures the security and safety of the Kateri Memorial Hospital Centre building, clients, visitors and personnel
- Keeps the premises of Kateri Memorial Hospital Centre in a well maintained and sanitary state in accordance to procedures accepted by Kateri Memorial Hospital Centre
- Has attitudes and behaviors which assure the provision of safe care and services
- Is vigilant and takes responsibility to ensure a safe environment for all
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises

DUTIES

Security

- Opens doors for personnel as necessary
- Responds to all emergency codes
- Keeps unauthorized personnel from the premises according to KMHC accepted procedures
- Maintains presence in security office during day shift security lunch and breaks

Maintenance

- Completes maintenance request for repair forms
- Collects all recycling in building daily and transports to recycling depot
- Makes minor building repairs including; plumbing, carpentry and electrical as required or as requested
- Empties Rhino grease containers under sinks in kitchen twice per week (Tues & Thurs)
- Inspects oxygen supply twice during shift

- Ensures sanitary standards in the building by removing all accumulated waste twice per shift and maintains clean garbage storage areas and containers as per schedule
- Maintains a clean front entrance
- Washes outside windows when weather permits
- Cuts grass in all areas of when weather permits
- Removes ice and snow from all exits and entrances
- Salts all parking lots when needed
- Maintains clean hospital grounds surrounding the building
- Keeps parking area free of all debris
- Completes all other duties assigned by Plant Maintenance Manager

Receiving

- Receives and signs for all items delivered to KMHC when Team Leader unavailable
- Stores all deliveries in the appropriate areas
- Distributes requested supplies when Team Leader is unavailable

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

High School Diploma preferred and three (3) to six (6) months of job-related experience and/or training

Language Skills:

Ability to read and interpret documents such as; safety rules, operating and maintenance instructions and procedure manuals

Ability to keep an accurate written log of work for unusual occurrences

Ability to speak effectively and to communicate in a tactful and diplomatic manner

Mathematical Skills:

Basic mathematical skills

Reasoning Abilities

Ability to carry out instructions furnished in written, verbal and diagram form

Ability to deal with problems in standardized situations

Ability to schedule and supervise security personnel

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, use hands and fingers, handle objects, use tools or controls, reach with arms

The employee frequently is required to walk

The employee is occasionally required to climb or balance, stoop, kneel crouch, or crawl

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or moves up to 25 pounds and occasionally lift and/or move up to 100 pounds

Other Qualifications:

Knowledge of the Mohawk language, culture and history an asset

Ability to work in a team setting

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

Incumbent

Date

Manager