

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Facilities Assistant – Matawa Education and Care Centre

PURPOSE OF THE POSITION

Reporting to the Education Manager, the Principal and the Facilities Manager, the Facilities Assistant helps oversee the day-to-day operations of the Matawa Education and Care Centre (MECC). They will support the maintenance of the building and overall grounds, and are required to support a learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the Facilities Assistant will help provide support to classroom teachers in set up and maintenance of furniture and equipment. The position also serves as a role model for students by displaying a professional, courteous, and helpful nature.

SCOPE

As a member of the Matawa Education team, the Facilities Assistant assist with ensuring the safety of the school's facilities, the grounds, as well as contract services and maintenance. The position helps to ensure the successful operation and function of the MECC's building and grounds. The Facilities Assistant will support the Facilities Manager in the planning, organizing and completing the maintenance, repair and alteration of the school. This is accomplished by assisting with the upkeep of all systems for plumbing, electrical, HVAC (heating ventilation air conditioning), security, telecommunications, sound, lighting, and fire safety. The position will also require the completion of minor carpentry, painting, and masonry work to maintain the interior and exterior of the school facility.

RESPONSIBILITIES

1. General Duties

Main Activities

- Maintain all equipment and tools in a safe and good condition, liaising with external suppliers and services where necessary;
- Maintain the school grounds to a high standard, ensuring grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules;
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work;
- Sets priorities for preventative maintenance work orders, maintenance requisitions and scheduled work
- Conduct monthly building walk-throughs (including workspaces, classrooms, elevators, etc.) for maintenance related issues, including recommending resolutions;
- Liaise\Monitor sub-consultants and service contracts for such services as confidential paper shredding, outdoor landscaping, waste and recycling, signage, janitorial, etc.
- Review work orders to ensure that assignments are completed;
- Assist with renovations as directed by the Facilities Manager;

- Coordinate desk, furniture and equipment assembly and allocations;
- Assist with internal/inter-office moves (coordinate movers, relocation deficiencies)
- Assist with space planning
- Other duties as assigned or needed
- Undertake routine inspections of the site including daily maintenance checks;
- Maintain records of all regular checks undertaken;
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems. gas and power supplies and maintain a detailed plan showing the location of these;
- Regularly inspect all drains and gullies for blockages, remedying as necessary;
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees;
- Meeting deliveries and escorting vendors to the appropriate room to unload bulk;
- Setting up and taking down the chairs and tables in hall and other rooms to accommodate regularly scheduled weekly or monthly activities as well as special events.

2. Fire and Security

Main Activities

- Ensure the building is locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems;
- As a secondary keyholder, be prepared to attend the facility out of normal working hours for building related emergencies or as required;
- Assist to ensure internal security procedures are adhered to reporting any issues to the Principal;
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff;
- Assist with testing fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks and liaise with the fire and security contractors to arrange for servicing and repairs;
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations;
- Advise the Facilities Manger so they can initiate the necessary procedures quickly and accurately relating to the emergency services, e.g Police, Fire, Gas and Electricity Board;

3. Health and Safety

Main Activities

- Assist with ensuring the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records;
- Participate in the continuing development of transparent health and safety systems and procedures;
- Support health and safety training initiatives and deliver components where appropriate;
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary;

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge and practical skills for completion of carpentry, plumbing, electrical, masonry, painting, and electronics;
- Ability to read and interpret complex instruction manuals for HVAC, telecommunications, security, fire safety, sound, lighting, and audio-visual;
- Interest in researching appropriate new applications or upgrades;
- High level organization skills and attention to detail, including architectural details;
- Demonstrated initiative in meeting the needs of students inside the school environment;
- Knowledge of First Nation education;
- Knowledge of First Nation cultures and life styles;
- Knowledge of legislation, regulations, policies and procedures for program development and implementation;
- Knowledge of legislation, regulations, policies and procedures for involving youth in community programs;
- Knowledge of office administration and procedures.

Skills

The incumbent must have proficient skills in the following areas:

- Strong communication skills, including successful verbal and written communications with staff, members, contractors and vendors;
- Maturity and flexibility in working with a diverse membership with competing priorities;
- Team building skills;
- Analyzing and problem solving skills;
- Excellent decision making skills;
- Effective negotiation and mediation skills;
- Excellent stress and time management skills;
- Excellent written, verbal, interpersonal, presentation, and analytical skills;

- A valid Ontario Driver's License.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Facilities Manager.

The incumbent must also demonstrate the following personal attributes

- Excellent interpersonal and communication skills;
- An ability to adjust to changes;
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators;
- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Demonstrate sound work ethics.

Education/Training/Certification

- University or College graduate in an Engineering field, preferably Mechanical or Electrical;
- Demonstrated 5 years (minimum) experience in buildings and facilities management;
- Qualifications in a technical/facilities field or relevant trade courses;
- Proven experience managing a small team;
- Background and experience with Indigenous culture and practices is preferable.

WORKING CONDITIONS

Physical Demands

The Facilities Assistant may have to travel throughout the community and/or to Matawa communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Facilities Assistant may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Education and Care Centre may be a busy facility. The Facilities Assistant may have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The Facilities Assistant may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The MECC may be noisy and busy making it difficult for the Facilities Manager to concentrate.

Mental Demands

The Facilities Assistant may have to manage a number of requests at one time. They must be aware of Education Department business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.