



## Siksika Family Services Corporation

SIKSIKA DAY CARE

### Daycare Maintenance

#### West Daycare

Permanent-Full Time

Closing Date: OPEN until position is filled.

06/2024



#### GENERAL STATEMENT OF POSITION:

Carries out repairs and scheduled maintenance to heating and ventilating systems, water and sewage systems, fire alarm/sprinkler and emergency lighting systems at Siksika Day Care Centre. Maintains grounds, including snow removal

#### REPORTS TO: West/East Daycare Supervisor/Director

#### DUTIES AND RESPONSIBILITIES:

- Conducting routine inspections of premises and equipment.
- Performing preventative maintenance
- Handling basic repairs and maintenance
- Overseeing contractors when professional repairs are necessary
- Diagnosing mechanical issues and correcting them
- In charge of assessing daycare building, grounds and area for any repairs or changes noticed and report to daycare supervisor and or director
- Repairing machines, equipment, or structures as necessary
- Required to continuously maintain daycare grounds, repairs on site inside and outside.
- Locking up Day Care
- In charge of administering Fire Drills on a monthly basis and inputting data regularly.
- Will be working outdoors on a day-to-day basis, will be required to come in early during winter hours to shovel walk way for snow removal before parent drop offs.
- May be required to stay after hours for job related meetings and or after hour repairs or monitors.
- Protect the privacy and confidentiality of information pertaining to families, children and team members.
- Able to communicate positively and in a respectful manner with families, children and team members
- Ability to drive daycare fleet vehicles to purchase supplies when required

#### EDUCATION AND EXPERIENCE:

- Grade 10 education with 2 years' experience required, or equivalent combination of experience and education. GED equivalency.
- WHIMIS training and basic training in carpentry, electrical, mechanics and plumbing are an asset.
- Clean Drivers abstract
- Any Certified training in Building Maintenance considered.
- Updated First Aid and CPR required or willing to participate in acquiring certification.

Resumes and cover letters should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com)

Please quote **Job Title** on your cover letter.

**IMPORTANT:** All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.