



Job Description

Title	Labourer
Classification	Seasonal
Reports to	Facilities and Maintenance Manager
Budget Authority	Nil
Number of direct reports	Nil

Position Summary

This position involves maintenance, custodial and labouring work at the HFN Group of Businesses facilities and businesses. The General Labourer performs a variety of maintenance tasks of all HGB infrastructure including buildings, related systems and equipment. Performs daily, weekly and annual tasks and maintains records related to the facilities and buildings.

The General Labourer interacts with community members, guests and staff, presenting a positive and professional image of the organization.

The General Labourer works independently with difficult or unusual problems referred to the supervisor.

Key Accountabilities

The General Labourer is responsible for:

- Ensuring well maintained and safe business premises and identifying and correcting minor maintenance/building issues.
- Diagnose, recommend and/or make minor repairs to plumbing, electrical, mechanical, and building/facility maintenance and construction.
- Adhering to all appropriate workplace regulations and legislation regarding health and safety, accommodation standards, and company policies and procedures.
- Maintaining work area(s) in a clean and professional manner at all times, ensuring proper tools and equipment are available when needed.
- Protecting the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately.
- Interacting with staff, customers and community members in a pleasant, professional manner.

Job Duties

Each of the HFN Group of Businesses will have a specific maintenance schedule, along with any special procedures that are required. General duties include the following:

- Keeps grounds and facilities neat, clean, safe and sanitary.
- Checks the grounds/exterior of buildings for garbage and undertakes basic maintenance including cutting and trimming of grass, brush and shrubs, ice/ snow removal from sidewalks and spreading of salt/sand on entrances/steps during slippery conditions.
- Collects and disposes of all garbage and recyclables.
- Checks security and condition of doors, windows, emergency exits and various rooms in the

facility

- Maintains the cleanliness and appearance of all common areas.
- Performs a variety of preventative maintenance and minor repairs. Repairs can include painting, minor carpentry, maintaining equipment, etc. Refers more complex repairs to the Supervisor
- Ensures facility maintenance activities meet appropriate safety standards
- Utilizes basic hand tools and equipment to complete tasks.
- Reports issues, problems and concerns to the Supervisor.
- Maintains a list of required supplies and materials and informs the Supervisor when supplies are getting low.
- Completes and maintains related records such as maintenance logs and incident reports
- Opens and closes facilities as required
- Responsible for completing supply lists for maintenance and repair needs on a weekly basis.
- Stores and keeps equipment in working order, reports to supervisor when equipment needs repair.
- Notifies the Supervisor of operational issues that need to be addressed.
- Performs other related duties and tasks as required to meet the on-going needs of the organization.

Operational Requirements

- Available to work flexible hours including nights, weekends and holidays.
- Willingness and ability to work overtime when required.
- Successful background checks, including, employment verification, reference checks, and qualifications verification.
- Physical strength, agility and coordination sufficient to perform the work.
- Ability to interact with customers and the public at large.
- Ability to maintain all health and safety protocols.
- Ability to maintain confidentiality.
- Maintain a high level of professional appearance, accountability, demeanor and ethics.
- Ability to comply with all relevant legislation and regulations, WCB regulations/OHS Standards, and HGB Human Resources Policy,
- Successful background checks, including Police Information Check, employment verification, reference checks, and education/credential verification.

Education and Experience Requirements

- WHMIS certificate
- Class 5 Driver's License, an asset
- Knowledge of basic building maintenance methods.
- Experience and knowledge in carpentry, plumbing, small engine repairs
- Ability to operate tools and equipment related to the work.
- Strong attention to detail and safety procedures.
- Understand and follow oral and written instructions.
- Work independently in the absence of supervision.
- Good organization and time management skills and the ability to prioritize and manage conflicting demands.

- Ability to work individually as well as part of a team.
- Ability to work effectively, professionally and courteously with other staff.
- Ability to be diplomatic and pleasant under stressful conditions.
- Demonstrated ability to model HFN Sacred Principles: **ʔiisaak** (Greater Respect), **ʔuuʔatuk** (Taking Care Of), and **Hišuk ma cawak** (Everything is One)

(Employee name)

General Labourer

Date

Manager

Date