



314 Airport Road,
Tyendinaga Mohawk Territory, ON
K0K 1X0

P. 613.396.2122
TF. 800.267.0637
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Employment Opportunity

Facilities and Maintenance Lead

Permanent Position

In-Person

About FNTI (First Nations Technical Institute)

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

Description:

Under the direct supervision of the Facilities Manager, this position is responsible for performing a wide variety of maintenance, cleaning, planning and execution duties in order to provide a safe, clean and maintained operational facilities.

The Facilities/Maintenance Lead works closely with other Facilities/Maintenance Assistants and coordinates their daily functions. The Facilities/Maintenance Lead also provides support to the Facilities Manager in the planning and budgeting of relevant supplies, products and services.

Responsibilities:

Coordination:

- Development and implementation of maintenance and custodial practices



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- Coordinates maintenance employees' day-to-day activities
- Organize workflow and ensure that subordinates understand duties and delegated tasks
- Monitor employee productivity and provide constructive feedback and coaching

Cleanliness of Facilities:

- Dusting and cleaning of all surfaces, work areas,
- light fixtures, walls, hangar and maintain storage areas.
- This includes vacuuming, mopping, waxing and shampooing.
- As well as the removal and disposal of garbage from wastebaskets and coordination of composting and recyclables
- Cleanliness and maintenance of washrooms in all facilities as a priority for frequent monitoring and remediation.
- Tests and evaluates new cleaning products effectiveness
- Assists with inventory control

Maintenance:

- Assists with and carries out minor mechanical maintenance
- Schedules and ensures completion of preventative maintenance tasks
- Respond to and troubleshoot any issues, acting to resolve and repair
- Analyzes data to find solutions to predict and resolve issues
- Inspects equipment to identify and arrange repair or replacement needs
- Performs preventative maintenance in and around facilities; inspects and replaces air filters in furnaces, HRV and A/C units, water filters; drains off sediment in water heaters
- Perform and/or report minor repairs

Administrative:

- Assists the Manager of Facilities in the development of long-range maintenance / facility plans and budgets
- Ensures all paperwork and documentation are kept up-to-date and accurately completed
- Serves as a link between subordinates and management

Health and Safety:



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- Promotes safe work practices in accordance with Occupational Health & Safety and FNTI Policy
- Identifies and report unsafe conditions
- Tests emergency lighting and alarm systems
- Advises staff on security procedures
- Responds to urgent/emergency concerns through use of cell phone
- Acts as the point person for building security and respond to alarm calls; interacts with police, fire and emergency services
- Other related duties as assigned

Qualifications:

- Secondary School diploma or equivalent
- Experience with industrial /office cleaning procedures
- Valid Class G driver's license and an acceptable driving record
- Demonstrated technical/mechanical aptitude and ability
- Knowledge of WHMIS (Workplace Hazardous Materials Information System)
- Ability to work independently and as part of a team
- Dependable, bondable
- An acceptable Vulnerable Sector Check or CPIC
- Valid CPR and first aid

Conditions of Employment:

- Willing and able to travel on occasion as well as work overtime as required
- Successful candidates must provide a satisfactory CPIC and vulnerable sector check

Notes:

- All qualified applicants are encouraged to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.



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- Must be legally entitled to work in Canada
- This is a vacant position posting.
- Hourly pay rate: \$20.78

To Apply:

To express your interest in this position, please submit your cover letter, resume, and two references to [FNTI Careers — FNTI](#)

Thank you for your interest. Please note only those selected for an interview will be contacted.

FNTI is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation related to the protected grounds at any stage of the hiring process.