



**IDENTIFICATION**

| Department                       | Position Title       |                                   |
|----------------------------------|----------------------|-----------------------------------|
| Tłıchǫ Community Services Agency | Janitor / Maintainer |                                   |
| Position Number                  | Community            | Division/Region                   |
| 27-8394                          | Whatì                | Health and Social Services/Tłıchǫ |

**PURPOSE OF THE POSITION**

The Janitor / Maintainer provides janitorial services in accordance with the Environmental Health Regulations and Infection Control Guidelines. The incumbent is responsible for utilizing acceptable safe practices and cleaning techniques, routine building and vehicle maintenance, outdoors ground maintenance and general assistance to the Whatì Health Centre staff to ensure sanitary and well maintained operations.

**SCOPE**

The scope of the Tłıchǫ Community Services Agency (TCSA) is to manage the delivery of a range of integrated public GNWT and First Nations health, wellness and education programs and services for the NWT Tlıcho Communities of Behchokǫ, Gamètì, Wekweètì, and Whatì. Established in 2005 as part of the Tłıchǫ Agreement, the Agency is designed to be an interim GNWT organization through which the Tłıchǫ Government will eventually exercise their treaty rights for self-government. The agency serves approximately 3,000 people, employs 230 staff and has an annual budget in excess of 30 million dollars. Programs and services include early childhood education, K-12 education, health and wellness, child and family services, mental health and addictions, and continuing care and independent living.

The Tłıchǫ Community Services Agency vision "Strong like Two People" is a metaphor for the desire by community leadership to build an organization, and create programs and services that recognize the strength and importance of two cultures. Local Tłıchǫ and non- Tłıchǫ knowledge have complementary strengths which together can achieve solutions to contemporary problems which neither could alone. The failure to integrate local knowledge represents a waste of expertise, and a loss of critical information that may lead to inappropriate or even destructive interventions and strategies.

The TCSA administers all regional health and social services delivered to a population of approximately 3,000 residents of the Tłıchǫ region through 3 Community Health Centers and 1 Community Health Station, and for the residents of the Jimmy Erasmus Seniors Home. The TCSA provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis in order to enhance healthy communities' well-being through excellence, accountability and respect for regional diversity.

Located within the Whatì Health Center and reporting directly to the Nurse-in-Charge (NIC), the incumbent is responsible for the day-to-day operational maintenance and safety of the Health Centre., and for maintaining the Health Centre, surrounding grounds and all vehicles in safe, secure and clean conditions for all staff and visitors. The incumbent, in consultation with NIC, also provides and/or arranges for routine building and equipment maintenance.

This position provides services in accordance with standard janitorial practices for health facilities as required to ensure all legislated Infection Control and Occupational Health and Safety standards are met according to the policies, guidelines and procedures of the TCSA and Government of the Northwest Territories (GNWT).

The duties performed by the Janitor / Maintainer are vital to the workplace health and safety of staff and clients. Failure to maintain the center can result in unhealthy and unsafe working conditions that could create potential workplace hazards.

## **RESPONSIBILITIES**

### **1. Perform complete janitorial services and general maintenance to ensure a clean and well maintained environment.**

- Vacuum, wash, wax and polish all floors and stairs, including the staff room; clean vents and light fixtures and replace light bulbs throughout the health center.
- Dust, wash, disinfect and polish shelves, desks, furniture, blinds, ledges, sills, counters, sinks, toilets, computers, telephones, etc. This will be completed multiple times throughout the workday, following a schedule.
- Clean windows, ceilings, and walls biannually or as needed.
- Keep the grounds outside the health center neat and tidy; remove garbage on the property, clean snow and ice from all stairs and sidewalks.
- In consultation with the NIC, prepare, implement and monitor a regular daily, weekly, monthly and annual schedule for all related tasks.
- Collect and dispose of all garbage and biological waste materials, including replacing full biohazard containers in each room, in a safe manner.
- Handle (remove, package and store) all Hazardous Waste Materials for transportation as per Transportation of Dangerous Goods legislation;
- Keep storage area, housekeeping area and high traffic areas clean and free of obstacles; dispose of surplus or dangerous items as needed and move furniture under the direction of the NIC.
- Maintain the hand washing and hand sanitizing stations throughout the building, ensure adequate supplies of soap, paper towels and hand sanitizer.

- Keep all exit doors well maintained and free of obstacles such as snow, etc. to ensure unimpeded exit in case of emergency; ensure grounds, ramps, stairs, walkways are kept neat and free from fall risks and other obstacles;
- Maintain an inventory of housekeeping supplies and ensure a recommended quota is always maintained; provide supervisor with a list of supplies to reorder. Regularly check for expiration dates. Receive and unpack freight.
- Stock clinical rooms with provided list of supplies and equipment, if required.
- Clean health center vehicles quarterly or as needed.
- Perform other duties, as may be assigned, from time to time.
- Assist with mail pick-up and delivery of mail, notifications, appointment cards

**2. Provide for the general safety of the Health Center facilities, equipment and vehicle services to ensure proper working order and safety of staff and clients.**

- Remain alert to client, staff, and visitor safety;
- Perform preventative maintenance and minor repairs to ensure safety, maintain tools and supplies in an orderly manner, make monthly record of maintenance repairs on equipment and/or building, and take instructions and directions from visiting maintenance personnel.
- Regular monitoring of building temperature and alarms as required ensuring operational standards.
- Check for fire hazards, illegal entries, and malfunctioning equipment and report to NIC.
- Promote and maintain surveillance of fire and safety protection to ensure readiness of people and equipment to deal with hazardous situations.
- Disseminate information (directives, bulletins) relating to fire and safety.
- Assist NIC as directed with Liaising with Fire Chief and others in participating in planning for mutual assistance in emergency or disaster situations.
- Keep the Fire Exit plan clearly visible and ensure all staff, including visiting or casual staff are aware of it.
- Report to NIC that Fire Extinguishers and hoses are serviced in accordance with regulations.
- Participate in Occupational Health and Safety (OHS) activities, conduct monthly, and as required, safety inspections and check with NIC or OHS delegate and complete written reports.
- Report to NIC if Emergency Lights are functional, and ensure that lights and equipment are turned on or off as appropriate.
- Report all safety concerns to the NIC and the OHS Committee.
- Be willing to participate in on-going training in OHS, including but not limited to Fire Prevention and Management, Handling of Dangerous Goods, WHMIS, and Non-violent Crisis Intervention.

**3. Perform other related duties as required, under direction of the NIC.**

- Train, orientate, and mentor new staff hired in same role.
- Oversee volunteers for maintenance and janitorial duties.

## **WORKING CONDITIONS**

### **Physical Demands**

This position requires the incumbent to lift and carry awkward and bulky loads; to lift and move heavy objects; and to bend, reach, stand and/or walk. Janitorial duties include vacuuming, and washing windows, walls and light fixtures, cleaning vehicles, occasionally moving furniture, and snow removal. These physical demands occur on a daily basis for about 2-3 hours in duration at moderate intensity.

### **Environmental Conditions**

The incumbent will be exposed to hazardous goods, equipment, contagious diseases, and biohazard containers and will spend time in cold weather removing garbage from building(s) and clearing snow from stairs and walkways. The job holder will be exposed to fumes, including toxic fumes that may be hazardous while carrying out general janitorial duties. Overall, these environmental conditions occur daily at low intensity and 2+ hours at moderate intensity.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standard cleaning procedures, chemicals, products and equipment;
- Knowledge of the Workplace Hazardous Materials Information System - WHMIS;
- Knowledge of Transportation of Dangerous Goods regulations;
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals;
- Consistently apply the GNWT Infection Control Policies and Procedures;
- Ability to work under little supervision;
- Ability to work in a team environment, taking direction from the NIC and working collaboratively with all other staff and visiting professions;
- Effective verbal and listening skills;
- Organizational skills with attention to detail;
- Maintain confidentiality and possess cultural awareness and sensitivity;
- Fluency in both Tłıchǵ and English.

### **Typically, the above qualifications would be attained by:**

- Grade 12 Diploma and,
- 1-2 years housekeeping/janitorial experience in a similar facility;

- Relevant training in Infection Control and/or Occupational Health and Safety (OHS); or an equivalent combination of education and experience may be considered.

**ADDITIONAL REQUIREMENTS**

Class 5 Driver's License

**Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Indigenous language: Tlicho**

- Required
- Preferred