



### General Information

**Position Title:** Building Attendant  
**Reports To:** School Principal  
**Direct Reports:** School Custodians  
**Date:** Ohiarikhó:wa / July 2025

### About Kahnawà:ke Education Center

The Kahnawà:ke Education Center (KEC) is an administrative body responsible to deliver locally controlled elementary and secondary school programs and services for Kateri School, Karonhianónhnha Tsi lonterihwaienstákhwa, and the Kahnawake Survival School. The KEC administers and supports post-secondary programs and their clients.

The KEC is governed by the Kahnawà:ke Combined Schools Committee (KCSC) who are responsible to maintain and uphold all legislation, policies and procedures of the KEC.

### Position Summary

Reporting to the School Principal, the Building Attendant is responsible to ensure that the schools are in good condition, are safe and secure. This includes performing preventative maintenance for the school complex in accordance with the maintenance management system.

### Key Accountabilities

#### Accountability 1: School Maintenance (50%)

- Manage the electronic work order system by receiving requests for maintenance work, arranging for work to be completed and closing work orders once completed
- Oversee all housekeeping activities at the school and ensure maintenance standards are followed
- Assist the Manager, Administration by managing the overall maintenance program for the school
- Ensure all building components such as the ventilation and heating systems, roofs, the drinking water system and the sewer system are in good operating condition
- Ensure regular inspection and maintenance of the playground equipment, sports equipment and school furnishings
- Ensure walkways and play areas are salted and snow removal is completed (winter months)
- Ensure the good maintenance of the lawn, plants, shrubs, and flower beds
- Oversee work done by electrical, plumbing, carpentry, control, heating and cleaning contract workers
- Ensure routine tasks such as greasing, oiling, inspecting equipment, changing light bulbs are completed
- Perform minor carpentry painting, plumbing and electrical tasks
- Monitor inventories of equipment and supplies needed in the operation and maintenance of the school
- Receive and check equipment and supplies
- Process purchase orders related to school maintenance
- Supervise and assist with the erection and dismantling of temporary structures such as the school's marquee/gazebo

#### Accountability 2: People Management (20%)

- Oversee the janitorial team at assigned school including assigning schedules, supervising duties, monitoring punctuality, attendance, sick leave and vacation leave
- Provide ongoing, effective feedback to team members to encourage their growth and development as well as to better achieve goals



- Identify team staffing needs and work with the Administration Manager and Human Resources to develop plans to ensure that staffing requirements are met
- Manage employee relations and conflict management issues within team while drawing on the assistance and expertise of the Administration Manager and Human Resources
- Facilitate the annual performance management program for direct reports
- Assess training and development needs within team and work with the Administration Manager and Human Resources to identify the appropriate developmental opportunities

**Accountability 3: Safety and Security (20%)**

- Ensure internal security procedures and health and safety standards and legislation or policy are adhered to; reporting any issues to the Administration Manager
- Ensure all fire systems are regularly maintained and tested, and records are updated including fire extinguishers and AED defibrillators
- Supervise emergency practice drills and regular fire drills for the school, relaying appropriate fire safety information to staff and students
- Ensure emergency safety plan is up to date and communicated to staff and students

**Accountability 4: Strategic Administration Initiatives (10%)**

- Assist the Administration Manager with the development of policies and procedures relating to the facilities management function
- Maintain professional and technical knowledge by attending educational workshops/conferences; reviewing professional publications; establishing personal networks
- Provide support to the Administration Manager including assisting with strategic planning, participating in the annual budget preparation process and keeping them apprised of facilities management matters at the school
- Responsible for carrying out facilities management projects in order to achieve organizational objectives, as directed

**Skill & Competency Requirements**

**Core Competencies:**

The necessary core competencies for this position include strong interpersonal and communication skills, prioritizing, trouble-shooting and problem solving. The ability to build and maintain strong relationships with students, staff and other building users is also required.

**Technical Competencies:**

Required technical competencies for this position include well-developed facilities management and maintenance skills; an ability to read and interpret safety policy and legislation, operating and maintenance instructions, procedure manuals and blue prints. Proficiency in the use of technology and computer programs such as Microsoft Office and other relevant software is critical to the success of the role.

**Valid driver's license is required for this position.**

**Education, Knowledge & Experience**

This position will be of interest to candidates with:

- Three to five years of experience in facilities maintenance experience including managing a team
- Good knowledge mechanical, electrical repair, plumbing and carpentry
- Knowledge of occupational health and safety standards
- Knowledge of safe cleaning procedures and cleaning products
- Ability to speak and understand Kanien'kéha language is considered an asset