

COUCHICHING FIRST NATION – JOB DESCRIPTION



Maintenance Assistant

Primary Function:

Under the general Supervision of the Building Superintendent, the Maintenance Assistant is responsible for assisting in the operations and maintenance of all First Nation capital assets including but not limited to homes, buildings, facilities, roads and infrastructure.

Duties and Responsibilities:

- Waste removal from facilities and the community.
- Managing the routine upkeep of outdoor areas, building exteriors and parking lots.
- Troubleshooting and diagnosis maintenance issues.
- Handling emergency maintenance service requests.
- Communicating with supervisors on the maintenance status of equipment and facilities.
- Minor renovations and movement of office equipment.
- All other duties as assigned.

Qualifications:

- Ontario Secondary School Diploma or equivalent.
- Ability to interpret maintenance instructions, manuals, safety rules and other documents.
- General knowledge of community services, customs and traditions.
- Exceptional interpersonal and people skills.
- Excellent time management skills to complete a variety of tasks.
- Creating a respectful environment in all Couchiching facilities and when entering community homes.

Conditions of Employment:

- Successful completion of a Criminal Record Check of the Vulnerable Sector Type.
- Must have a valid Ontario Driver's License.
- Must provide a satisfactory Driver's Abstract.
- Acknowledgement and agreement to all CFN Policies, Procedures and Guidelines upon hire.

Application Instructions:

Applications should include resume and cover letter outlining your education, work experience and related qualifications.

Submit application to the Human Resources Manager at elisa.mcleod@couchiching.ca