



EMPLOYMENT OPPORTUNITY

HOUSING PROPERTY ASSESSMENT WORKER

Salary: \$700 / week

The Housing Property Assessment Worker will provide a knowledgeable point of contact for the housing department, Whitefish River First Nation (WRFN) and staff on the First Nation owned rental buildings.

RESPONSIBILITIES:

- Assist with Property Maintenance Conditional Reviews and Assessment for the maintenance and renovations services to all WRFN rental units.
- Assist with recording, data entry and reporting for housing property and equipment.
- Assist in the scheduling regular preventative maintenance programs and tasks with the tenants with band rental units;
- Mechanically inclined as needed for assessing HRV, furnace and Hot water on demand.
- Provide quotes materials and supplies needed for repairs;
- Complete records to account for materials and labour used on projects;
- Work safely, identify any health and safety concerns and report to Supervisor; and
- Assist with all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Computer skills;
- Data entry skills;
- Planning and estimating repairs and maintenance;
- Establish and maintain good working relationships with office staff and tenants;
- Set priorities; good time management while maintaining safety and efficiency;
- Keep accurate records and complete required forms;
- Communicate with tenants, staff, suppliers and contractors in clear concise manner in writing and orally,
- Ability to identify and mitigate potential safety issues on the job.

QUALIFICATIONS:

- Must have a minimum of Grade 12 or the equivalent combination of education and experience.
- Minimum of one (1) year of experience in general maintenance, carpentry and knowledge of the mechanical operation of housing unit equipment/systems.
- Maintain and have all certifications as it pertains to WHIMIS and Workplace Occupational Health and Safety and First Aid and CPR.
- Working knowledge Ontario Building Code; latest National Building Code.
- Must take direction from Housing Manager; Ability to work independently.
- Strong communication skills.
- Valid driver's license Class "G" and access to own vehicle.
- Self-motivated and able to work both independently and as a team player.
- Able to work flexible hours if required.

Applications will be accepted via email, fax, and mail or in person to the attention of:

CONFIDENTIAL:

Tricia Podlatis, Human Resources Manager

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON POP1A0

Email: applications@whitefishriver.ca; Fax: (705)285-4532

Applications must be submitted by **July 28, 2022** by 12:00 p.m. and must include the following;
Cover letter, current resume, and 3 work-related reference names (with contact information).

We thank all who apply, however only those applicants selected for an interview will be contacted.