



Whitefish River First Nation

EMPLOYMENT OPPORTUNITY HOUSING MAINTENANCE WORKER

Term: Full-time

Hours: 35 hours per week

Salary: \$40,800 - \$48,720 (Depending on education and experience)

Reporting to the Housing Manager, the Housing Maintenance Worker will play a crucial role in providing maintenance support for Whitefish River First Nation (WRFN) rental units. The Housing Maintenance Worker will work with the Housing Department to ensure quality maintenance records and planning, contributing significantly to the upkeep of our community.

RESPONSIBILITIES:

- Complete all minor maintenance and renovation services to all WRFN band rental units under the WRFN Housing Department.
- Maintenance of walkways of the multipurpose rental units by ensuring they are clear of snow, ice, and debris.
- Assist with interior and exterior cleaning and painting.
- Assist in the regular preventative maintenance programs and tasks in the WRFN rental units.
- Mechanically inclined to use various tools/power tools, including equipment maintenance.
- Operate with various types of equipment such as snowplows, snowblowers, lawnmowers, and any other power tools necessary to perform minor maintenance tasks.
- Troubleshoot and report any electrical, plumbing, heating, ventilation, and air conditioning systems (HVAC) in the rental units.
- Work safely, identify health and safety concerns, and report to the Housing Manager, ensuring your safety and well-being is our top priority.
- Related administrative tasks, including timekeeping, record keeping, filing, and other related duties.
- Participate in training, in-person or online, as required, providing an excellent opportunity for professional growth and learning.
- Assist with all other duties as assigned.

QUALIFICATIONS:

- Must have a minimum of Grade 12 or the equivalent combination of education and experience.
- Minimum of three to five (3-5) years of experience in general maintenance, carpentry, and knowledge of the mechanical operation of housing unit equipment/systems preferred.
- Valid driver's license (must submit a driver's abstract on hire).
- Maintain all WHIMIS and workplace occupational health and safety certifications, as well as First Aid and CPR (or be willing to obtain them).

SKILLS:

- Working knowledge of the Ontario Building Code, the latest National Building Code, would be an asset.
- Ability to work independently with minimal supervision.
- Excellent communication skills and interpersonal skills.
- Motivated and physically fit to perform this type of work; and ability to lift at least 50 lbs.
- Willing to work flexible hours; on-call schedule.
- Excellent problem-solving, multi-tasking, and collaborative skills.
- Able to work in inclement weather.

****Upon hire, the successful candidate must submit: Police Criminal Reference Check**

Applications must be received by January 24th, 2025, at noon

Interested applicants must submit a current resume, cover letter, two (2) work-related references, and one (1) character reference (with contact information) to:

CONFIDENTIAL: Housing Maintenance Worker

c/o Human Resources

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email applications can be emailed to jobapplications@whitefishriver.ca

or by fax: (705)285-4532

Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.