



## YOUTH CONTRACT POSITION TO MARCH 31, 2018

### PUBLIC WORKS YOUTH ASSISTANT

#### **JOB SCOPE:**

The Alderville First Nation is seeking a reliable, motivated and energetic youth to fill the position of Public Works Youth Assistant (35 hrs/week, contract ending March 31, 2018).

The successful candidate will work under the direct supervision of the Public Works Supervisor assisting with the necessary general maintenance of all First Nation owned buildings, all rental units and properties.

#### **DUTIES & RESPONSIBILITIES:**

- Assisting with general maintenance required for all First Nation owned buildings and all rental units
- Some grounds maintenance including but not limited to grass cutting, raking, shoveling, etc.
- Set up and clean up for any events held at various locations throughout the Community
- Assisting with minor repairs as required on all First Nation owned buildings and rental units
- Carry out all related activities in a professional manner, including taking the direction provided
- Available to assist during the weekends and evenings in the event an emergency arises with the rental units in need of minor repair
- Must be extremely flexible with time availability i.e. willing to work days, evening and/or weekends.

#### **MINIMUM QUALIFICATIONS:**

- Must be within the ages of 15-30 to qualify for Youth funding
- At a minimum, the candidate must be an OSSGD Graduate or Grade 12 Equivalent
- Post-Secondary diploma in in construction/design technology or a related field an asset
- Basic Knowledge of Ontario Building Code an Asset
- Must have excellent communication skills
- Must have excellent written and organizational skills
- Must have demonstrated related work experience
- Must be able to work independently with little supervision and work as a team
- Must be able to trouble shoot small minor repairs if needed
- Must ensure all activities are being performed in accordance with Health & Safety practices including any rules and regulations that may be in place
- Must have valid Class 'G' driver's license with reliable method of transportation: and provide a drivers abstract if position offered
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

**Deadline to Apply: November 16th 2017 at 4:00 pm (Late applications will not be accepted).**

**How to apply:** Applications can be delivered to the reception area of the Alderville First Nation Administration. Submissions must include a cover letter, resume, along with three work-related reference and/or letters of reference. Faxed to: (905) 352-3242 or e-mailed to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Attention: HR Manager

**RE: Public Works Youth Assistant**

Alderville First Nation, 11696 Second Line Road, Roseneath, Ontario K0K 2X0

Contact Melissa Levesque, HR Manager at (905) 352-2011 for more info.

[www.alderville.ca](http://www.alderville.ca)

We thank all who apply however only those selected for an interview will be contacted. *Chief and Council retain the right to make the final decision on the selection of the successful candidate.*