



FULL-TIME EMPLOYMENT OPPORTUNITY

Property Asset Maintenance Worker

JOB SCOPE:

The Alderville First Nation is seeking a reliable, motivated and energetic individual to fill the position of Property Asset Maintenance Worker. This is a **full-time** position for 5 days per week (35 hrs/week).

Must be flexible and available for on-call after hours and during weekends as required.

The successful candidate will work under the direct supervision of the Capital Assets Officer and will be responsible for the general upkeep and repair of all Alderville First Nation (AFN) owned buildings and rental properties and ensures all maintenance is in compliance with the Ontario Building Code.

DUTIES & RESPONSIBILITIES:

- Performs day-to-day maintenance and project-related activities including carpentry, painting, drywall, minor equipment repair and custodial and grounds maintenance; troubleshoots in the areas of plumbing, heating and electrical
- Ensures Maintenance Plan for each building and rental property is followed and implemented throughout the year; troubleshoots small minor repairs and uses knowledge and resources to source out qualified contractors who have full WSIB and General Liability Insurance coverage when required
- Responsible for emergency calls on weekends and evenings pertaining to all rental units and buildings in need of minor repairs and trouble shooting
- Grounds maintenance may include but is not limited to grass cutting, raking and fertilization during the high demand season for various AFN owned properties and assists with snow removal/salt for buildings and rental units throughout the winter
- May be required to set up and clean up for any events held at various locations throughout the Community
- Performs all activities in accordance with Health & Safety practices including any rules and regulations that may be in place and ensures that team members are following the same practices
- Assists Public Works and any other departments as directed by Supervisor
- Carries out all related activities in a professional manner

MINIMUM QUALIFICATIONS:

- Ontario Secondary School Diploma (Grade 12/GED) required; Tradesman certification an asset
- 3 – 5 years' experience in building and property maintenance, including carpentry, plumbing, heating, electrical, painting, sheet metal work, welding, drywall and masonry work, equipment repair, and custodial and grounds.
- Knowledge of Ontario Building Code standards and OH&S.
- Must be able to work independently with little supervision and work as a team
- Physical capabilities to perform the duties of the position such as standing, bending, kneeling, climbing involving heights, lifting and moving of heavy or awkward objects
- Must have valid Class 'G' driver's license with reliable method of transportation
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

Preferred Experience:

- Excellent communication (oral and written), organizational and problem-solving skills
- Ability to work independently and as part of a team, demonstrating organizational and prioritizing skills
- Computer skills – Microsoft Suite (Word, Excel) – E-mail, Internet, and work-order software.
- Commitment to promoting a culture of respect that supports safety, ethical practices, cultural awareness and sensitivity
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$17.78 - \$18.78 per hour

Deadline to Apply: Tuesday, October 9, 2018 @ 4:30p.m.

How to apply: Applications must include a cover letter, resume and three work-related references and/or letters of reference.

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

Re: *Property Asset Maintenance Worker*

For full job description, contact Melissa Levesque at (289) 435-2008. 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.