

Serpent River First Nation

P.O. Box 13
479 Highway 17 West
Cutler Ontario,
P0P 1B0



Telephone:
705-844- 2119
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705-844-1219

JOB POSTING

Maintenance Lead

Bring your maintenance, cleaning and repair skills to the Serpent River First Nation Limited Partnership team. The Limited Partnership is Serpent River's for-profit corporation. It identifies and pursues new business opportunities to bring additional revenue and economic opportunity to the community. The Limited Partnership manages a portfolio of businesses, including those located at 479 Highway 17 West in Cutler, Ontario. These include the Trading Post retail outlet and offices, the Gas Bar, and multiple tenanted buildings comprising the Office Complex on site.

THE POSITION:

Reporting to the General Manager, the Maintenance Lead is responsible for performing general building and property maintenance at the Trading Post, Gas Bar and Office Complex (collectively known as the Business Campus), including but limited to:

- Performing diverse cleaning and maintenance tasks throughout the Business Campus.
- Troubleshooting basic repair and maintenance issues and reporting them to the General Manager.
- Maintaining the cleanliness and condition of the Business Campus grounds in both winter and summer.
- Performing light cleaning, such as floors, walls, glass, bathrooms, and removing waste and recycling.
- Monitoring building systems, such as the furnace and extended HVAC, water heater, alarm system, and fire panel to verify proper working order.
- Contacting contractors and observing work done by external professionals, and reporting issues and work completion to the General Manager.
- Maintaining an up-to-date Property Maintenance log, as well as a daily maintenance diary of tasks completed.
- Responding to work requests from the General Manager and bringing direct work requests from other personnel or tenants to the General Manager's attention for review and direction.
- Assisting administrative staff with purchase order requisitions, quotes, and estimates.
- Provide emergency/unscheduled repairs of equipment, structures and grounds.
- Perform basic mechanical, electrical, pneumatic, hydraulic troubleshooting and basic repair of production machines.
- Perform regular inspections of common areas, building exteriors and landscape.
- Ensure proper upkeep of landscaping including lawns, walkways and snow removal, and monitor and report on road and parking lot conditions to the General Manager.
- Monitor and maintain gutters and sprinkler systems.
- Engage in professional communications and customer service with property tenants and co-workers.
- Perform regular sweeping, mopping, and polishing of floors, vacuuming and shampooing of carpeted areas consistent with keeping the interior environment fresh, clean and free of debris.
- Perform regular inspection and cleaning of light fixtures and changing of bulbs and/or tubes.
- Perform minor repairs on windows, doors, switches, desks, tables, sinks, toilets, blinds and other fixed or installed equipment or décor.
- Operate standard shop equipment, such as table saws, hand tools, and power tools.
- Operate landscape and yard equipment, such as riding mowers, snow blowers and chainsaws.
- Perform cleaning and regular preventive maintenance on shop and yard equipment.
- Document and report equipment damage or breakdown to the General Manager.
- Perform basic plumbing repairs.
- Comply with relevant safety regulations and maintain a clear and orderly work environment.
- Adhere to existing organization personnel and workplace policies.
- Mentor and provide supervision to on-call, part-time or contract maintenance team members.
- Perform other duties as assigned by the General Manager.
- Work collaboratively and cooperatively with colleagues, tenants and employees of Serpent River First Nation.

QUALIFICATIONS

Minimum Education and Experience

- High school diploma/GED completion of a craft apprenticeship, or an equivalent number of years of education and maintenance coordination experience.
- Two (2) years' experience in a similar position in a First Nation.
- One (1) year experience providing oversight to a project or team in a First Nation is an asset.

Knowledge Requirements

- Knowledge of local, provincial and federal workplace compliance regulations, ordinances and legislation.
- Respect for, knowledge of, and sensitivity toward Anishnabek culture.

Skills and Abilities

- Excellent problem identification and resolution skills.
- Excellent verbal and written communications skills, and conflict resolutions skills.
- Excellent interpersonal skills and a commitment to excellent customer service.
- Ability to maintain a high level of integrity, confidentiality and accountability.
- Ability to effectively analyze, prioritize, plan and executive projects and directives.
- Ability to work within a team environment.
- Ability to maintain accuracy and attention to detail in complex situations and under tight deadlines.
- Effective leadership skills and capacity to respond effectively to emergencies.
- Ability to accept direction and work under tight time constraints.
- Ability to use Microsoft Office computer programs and email.

Other requirements

- Possession of a valid "G" driver's license and access to a vehicle with the ability to travel.
- Must be able to provide a C.P.I.C. clear of any offenses relating to fraud or theft.
- Building trades or certificates are assets.
- First aid skills/and or certificates are an asset, as is the willingness to be trained.
- In addition to the equipment and technology mentioned above, the Maintenance Lead will be required to use safety equipment, such as steel-toed boots, safety glasses, safety jackets and gloves, and operate a two-way communication device.
- The physical demands of this job require the Maintenance Lead to be able to lift up to 34 kilograms (75 pounds) and work outside in varied weather conditions. This position requires a combination of interior and exterior work, including sitting at a desk, walking, reaching, lifting, carrying, handling, kneeling, crouching and bending.
- Non-physical demands of the work include occasional high noise levels, and potentially high levels of stress and/or tension when dealing with maintenance emergencies.

SUPERVISORY RESPONSIBILITY

- The Maintenance Lead may be required to supervise one or more maintenance staff.

SALARY

- \$20.00 per hour based on a 35 -hour work week from Monday to Friday, with the possibility of overtime during emergencies or other situations as determined by the General Manager.

Resume with Cover Letter
 emailed to
 Misty Brousseau
 Executive Assistant
plaur@srfnedc.com

*all applicants are thanked, but only those selected for an interview will be contacted.