



SAGAMOK
ANISHNAWBEK

4007 Espaniel Street, Box 2230
Sagamok, ON, P0P 2L0

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www.sagamokanishnawbek.com



Built on the foundation of Mino-Biimaadziwn (Living a Good Life), enriched by our culture, and empowered by the voices of past, present and future generations.

6 MONTH CONTRACT - EMPLOYMENT OPPORTUNITY
General Maintenance Attendant
RITCHIE FALLS - Sagamok Development Corporation
Salary: \$20.40 / Hour

JOB SUMMARY:

The General Maintenance Attendant is a fixed term contract position and is responsible for maintaining the resort and working with all resort personnel to ensure every guest experience meets and exceeds expectations.

Responsibilities will include the maintenance and repair of the physical property and equipment supporting the operation of Ritchie Falls Resort. Daily housekeeping of cabins, common areas and main dining hall may also be required.

The schedule for General Maintenance Attendant is 8 days on, 6 days off, the 6th day you are required to be on site ready for the next day's work shift as conditions may interrupt with travel and/or other staff departure - (25 – 35 hours/weeks – shift work).

POSITION DUTIES:

Routine maintenance tasks as specified including but not limited to:

- Minor maintenance in guest cabins as well other resort areas, repairs and/or installation related to plumbing, heating, electrical, buildings and fixtures, machines, mechanical equipment; washing windows, ceilings and walls; painting structures -interior and exterior, taking garbage to roadside, monitor home septic systems, grass cutting, brushing, plowing driveways
- Outdoor maintenance which would include, shoveling, snow removal, grass cutting, landscaping,
- Maintenance all tools and equipment / repairing equipment replacing defective parts (lawn mowers, lawn tractors, snowplow)
- Follow equipment safety checklist inspections before each equipment use, checklist provided by Home and Community Care Assistant.
- Miscellaneous duties such as refueling generator, checking waterline, setting bear baits
- Respond to emergency calls after hours.
- Ensures all cabins, main dining hall and common areas are clean, sanitized and regularly maintained.
- Monitor and advise Operations Manager of low inventory levels to be replenished
- Experience with Outlook, Word, Excel. Manage online and phone reservations, maintain and update records of bookings and payments.

COMPENSATION & BENEFITS (at 6 months):

- Comprehensive benefits packages for full time employees with Employee and Family Assistance Program, MY HSA (Health Spending Account)
- Registered Retirement Plan (employer matching option)
- Opportunities for professional development

QUALIFICATIONS:

- Minimum two years' experience in general maintenance repairs and landscaping
- Knowledge of basic plumbing, heating, electrical, construction and landscaping repairs and maintenance
- Current First Aid/CPR, WHMIS
- Must successfully pass a Criminal Reference Check and Vulnerable Sector Screening

Qualified candidates are invited to submit their cover letter, resumé, credentials, and three work related References (email addresses) through the Online BambooHR process or mail to:

Attn: Human Resources
Sagamok Anishnawbek, P.O. Box 2230, Sagamok, Ontario, P0P 2L0
Fax: (705) 865-3307
By: **Until Filled**.

<https://sagamokanishnawbek.bamboohr.com/careers/117>

FOR A FULL JOB DESCRIPTION PLEASE CONTACT: hr@sagamok.ca

Preference will be given to Indigenous applicants. Self-identification is encouraged.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.