



Lead Custodian – West End

Department: Maintenance
Posting Date: March 30, 2022
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time Permanent
Vacancies:1
Reports To: Maintenance Manager
Salary Range: \$25.00-27.00/hour

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing April 15, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

Closing April 29, 2022 - 2nd Round

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

Closing May 13, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

Under the direction of the Maintenance Manager, the Lead Custodian, is responsible for coordinating, supervising and scheduling work activities of maintenance staff, contractors and tradespeople to complete work orders, and for the general maintenance, and upkeep of buildings, grounds, and equipment.

What you'll do in the role

- Supervise, direct and schedule employees and allocate weekly maintenance schedules as per forecasted workloads.
- Coordinate and supervise tradesmen during installations, repairs or maintenance of the electrical, plumbing, mechanical, heating, cooling and ventilation systems and other related systems in all community building locations.
- Ensure all equipment and systems function properly and safely. Ensure compliance with applicable regulations/legislation.
- Contribute to the development of maintenance budget and ensure compliance.
- Participate in the coordination of projects (i.e. renovations).
- Perform maintenance duties not limited to basic carpentry, cleaning, painting, mechanical and



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- Perform seasonal maintenance, not limited to shoveling, landscaping, sweeping, sanding, salting.
- Monitor inventory and supplies and equipment and ensures proper storage.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Must have a High School Diploma or equivalent.
- Education and/or training in general maintenance and repair such as: Building Systems Maintenance Certificate, Facilities Management Certificate, Millwright Red Seal Certification/ Mechanical Technical Degree or equivalent experience/training is a definite asset.
- Demonstrated leadership qualities, direct supervisory experience is preferred.
- Computer knowledge of Microsoft Office 365, including MS Office applications, file management, and familiarity using the internet is required.
- Two years' experience in general maintenance or other maintenance responsibilities that would include the ability to recognize, install, inspect, repair, and maintain the electrical, plumbing, and mechanical malfunctions or equipment failures and other related systems at community building locations.
- HVAC certification is preferred.
- Previous experience and knowledge of inspecting, operating and maintaining a heating, cooling and ventilation system, or overall HVAC systems, both manually and electronically (computer driven systems) is an asset.
- Strong carpentry knowledge would be considered an asset.
- Knowledge of the Occupational Health and Safety Act (OHSA).
- Possess valid certification in CPR/First Aid, and WHIMIS or be willing to obtain.
- Knowledge of building code(s), fire code(s), and applicable regulations.
- Must be able to work at heights, lift, carry, walk, sit, push and pull, climb stairs, stand and walk continuously throughout the working day.
- Must be able to lift and/or carry 50 lbs.
- Must be able to work a flexible schedule on an occasional basis.
- Must have a valid Class G driver's license.



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If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadlines noted above.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.