



Maintenance/Custodian

Department: Maintenance – East End
Posting Date: April 21, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time, Permanent
Vacancies: 1
Reports To: Maintenance Manager

As a member of the facilities, maintenance and housing department, the Maintenance/Custodian will provide cleaning and maintenance services for community buildings. The primary job of the Maintenance/Custodian is to repair and maintain community buildings and building equipment within the administrative policies and procedures established by the Chief Executive Officer and as directed by the Maintenance Manager.

What you'll do in the role

- Provide cleaning and maintenance services for Community Buildings, including, but not limited to, the care and cleaning of all surfaces and service facilities
- Provide outdoor maintenance of grounds, garden, parking lot, windows, and sidewalks on a year-round basis, including, but not limited to, grass cutting, raking and fertilization, parking lot cleaning and minor repairs, litter/garbage collection and disposal, de-icing, snow removal and sanding
- Service and repair equipment, heating, and ventilation systems
- Troubleshoot and perform minor repairs on plumbing, sewer systems, and electrical systems.

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, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- High school diploma or the equivalency of a GED
- Ability to maintain and make minor repairs to operating equipment.



Employment Opportunity

- Ability to operate cleaning, gardening and snow removal equipment; knowledge of cleaning and maintenance procedures
- High degree of initiative and self-direction
- Strong public relations and customer service skills
- Must be bondable.
- Ability to work flexible hours.

Application Deadlines:

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

Closing May 5, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing May 12, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing May 19, 2023 - 3rd Round

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

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 deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *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.