

Maintenance Custodian

Department: Housing & Maintenance
Posting Date: November 8th, 2024
Location: Nipissing First Nation, ON
Schedule: Standard Work Week/35hrs
Job type: Permanent – Full Time
Vacancies: 1
Reports To: Facilities Manager
Starting Salary: \$40, 768.00

The Maintenance Custodian is responsible for providing cleaning, maintenance, and minor repair services for Nipissing First Nation facilities. Working closely with the Facilities Manager, you will maintain NFN buildings and grounds, ensuring a clean, safe, and orderly environment for all.

What you'll do in the role

- Conduct daily clean-up of NFN buildings and housing units.
- Maintain exterior areas, green spaces, and parking lots.
- Handle non-routine and emergency cleaning requests as needed.
- Perform a range of maintenance tasks including carpentry, electrical, plumbing, masonry, and painting.
- Repair and maintain building structures, fixtures, and equipment.
- Maintain grounds through mowing, trimming, weeding, snow removal, and other tasks.
- Report any mechanical malfunctions or safety hazards.
- Basic electrical work for minor repairs and lighting maintenance.
- Plumbing repairs, including unclogging drains and maintaining drinking fountains.
- Painting of interior and exterior surfaces and graffiti removal.
- Minor masonry work for concrete repairs on sidewalks, ramps, and other surfaces.
- Provide assistance with pest management and grounds maintenance.
- Complete service requests, update maintenance logs, and manage records on pesticide use.
- Activate and deactivate building alarms, secure facilities, and support on-call emergencies as required.
- Participate in safety checks, quality assurance activities, and communicate any safety concerns.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.

Maintenance Custodian

- 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 plan.
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- High school graduation (Level IV – Grade 12)
- Relevant education, training, and experience that demonstrates the ability to perform the duties outlined, including experience in one or more building trades.
- Ability to maintain and make minor repairs to operating equipment.
- Ability to operate cleaning, gardening and snow removal equipment; knowledge of cleaning and maintenance procedures.
- Understanding of maintenance methods, including basics in carpentry, plumbing, masonry, painting, pest management, sprinkler systems, and electrical wiring.
- Knowledge of hand tools and gas-powered equipment, as well as safety practices.
- Basic math skills for calculations in maintenance tasks.
- High initiative and self-direction with sound judgment.
- Strong physical condition, able to lift and move objects up to 50 pounds.
- Excellent public relations skills, showing tact, a positive attitude, and cheerfulness.
- Willingness to work flexible hours, including early morning, late-night shifts, and weekends.
- Able to work effectively with minimal supervision and take direction when needed.
- Strong attention to detail and commitment to quality.
- Must be bondable.
- Must possess a valid Ontario Driver's License.

APPLICATION DEADLINES:

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

Closing November 22, 2024 - 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 November 29, 2024 - 2nd Round



EMPLOYMENT OPPORTUNITY

Maintenance Custodian

- 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 December 6, 2024 - 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.