



EMPLOYMENT OPPORTUNITY

Maintenance/Custodian

Department: Maintenance

Posting Date: April 25, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 2

New or Existing Position: Existing

Reports To: Manager, Maintenance

Starting Salary: \$41,587.00 - \$54,873.00

What you'll do in the role

- Perform general cleanup of all areas of NFN buildings and Housing Units as directed.
- Manage routine upkeep of exterior areas, green space and parking lot.
- Complete non-routine cleaning according to specified job orders.
- Remove garbage and recycling daily and prepare bins for weekly pick-up.
- Handle emergency cleaning and upkeep requests.
- Ensure rooms are maintained and fully equipped.
- Carpentry: Performs basic rough and finished carpentry repair of structures such as walls, doors, fences, window frames, office furniture, roofs, and shelves.
- Electrical: Performs basic electrical repair work for switches, outlets, plugs, cables, appliances, and lighting systems; reports unsafe electrical conditions.
- Plumbing: Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; maintains drinking fountains; repairs, replaces and maintains hot water heaters and other appliances.
- Painting: applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings.
- Grounds Maintenance: Maintains grounds in clean, safe, and orderly manner including mowing, trimming, weeding, aerating, minor pest management, composting and fertilizing lawns; replaces plants as needed; cleans debris from grounds, pathways, and parking lots; maintains grounds maintenance equipment; prunes trees and shrubs, minor repairs, litter/garbage collection and disposal, de-icing, snow removal and sanding.
- Masonry: Lays forms, mixes, pours, finishes, and repairs concrete for sidewalks, pavers, ramps, and slabs.
- Services and repairs equipment.
- Responsible for adherence to occupational health and safety procedures.

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.
- Casual dress

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What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- High school diploma or equivalent required; additional trades or technical training is an asset.
- Minimum 1–2 years of experience in general maintenance, custodial work, or a related field is an asset
- Valid Ontario Driver’s License (Class G) and access to a reliable vehicle.
- Knowledge and experience in lawn care and maintenance field maintenance
- Good physical condition with ability to stand, move, reach, bend, and the ability to move, lift, carry, push, pull, and place heavy items weighing up to 100 lbs.
- Good Communication Skills and interpersonal skills
- Good vision, hearing and dexterity required
- Must be punctual and reliable
- Able to work with minimal supervision, demonstrate initiative and work effectively in a team environment.
- Ability to multi-task, meet deadlines, and create/follow schedules
- Must be able to work safely in extreme weather conditions
- CCPR/First Aid – Level C is an asset – but able to train.
- Health & Safety certifications must be current or willing to obtain and maintain Health and Safety training including and not limited to: Cold Stress, WHMIS, Propane Handling/Cylinder Exchange Safety, PPE, Infection Prevention, and other training approved by the Director of Community Infrastructure
- Access to a reliable vehicle is an asset
- Ability to drive a equipment with a use of a trailer is an asset.
- Able to work unusual, and unscheduled hours, including weekends, evenings, and holidays as required.
- Ability to operate hand tools, power tools, and maintenance equipment safely and efficiently.
- Strong problem-solving skills and the ability to work independently or as part of a team.
- Time management and organizational skills with the ability to prioritize tasks.
- Willingness to work flexible hours

APPLICATION DEADLINES:

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

Closing May 9, 2025 - 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



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Closing May 16, 2025 - 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 23, 2025 - 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.