



Employment Opportunity

Property Superintendent – Sundown

Department:	Social Services
Posting Date:	September 19, 2025
Location:	Nipissing First Nation Ontario
Schedule:	Full-Time / 35 hours per week / Evenings and weekends as needed
Job type:	Full-Time / Permanent
Vacancies:	1
Reports To:	Post Majority Support Services Manager
Salary Range:	45,463.60 – 59,987.20

The Property Superintendent is responsible for maintaining the cleanliness, safety, and functionality of Sundown Ridge through custodial duties, groundskeeping, and basic maintenance, including interior and exterior maintenance and emergency support.

What You'll Do in the Role

- Perform general repairs: carpentry, plumbing, electrical, and painting
- Maintain HVAC systems, lighting, and office equipment
- Conduct snow removal, landscaping, garbage removal, and pest control
- Service building equipment and ensure tools are in safe working condition
- Ensure all health and safety standards are met
- Maintain service logs, respond to safety hazards, and complete emergency clean-ups
- Be on-call for after-hours emergencies
- Conduct monthly inspections of apartments and chalets
- Identify damages and create work orders
- Assist with fire safety planning, fire drills, and tenant orientation
- Collaborate with Post Majority Support Services to report concerns and support tenant success
- Maintain confidentiality and adhere to the NFN Code of Ethics
- Participate in community events and activities
- Other duties as assigned
- Represent NFN positively in the workplace and community



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Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

What You Bring to the Table

- High School Diploma (OSSD or equivalent)
 - Valid Class G Ontario Driver's License
 - Minimum 1–2 years of experience in property maintenance or related trades
 - Must provide clear CPIC, Vulnerable Sector Check, and Child Welfare Check
 - Must be bondable
 - Cell phone required
 - Access to a reliable vehicle
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- Trade certifications in carpentry, plumbing, or HVAC
 - Familiarity with First Nation housing programs or Indigenous youth support services
 - WHMIS, CPR, First Aid, and AED training
 - Ability to manage time and prioritize tasks effectively
 - Strong communication and interpersonal skills
 - Ability to maintain confidentiality and separate work from personal life in a close-knit community
 - Cultural awareness and respect for Indigenous traditions and values



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Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – Closing October 3, 2025,

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing October 10, 2025,

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing October 17, 2025,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 **resumes@nfn.ca**

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***