



Job Opportunity

Miskwaabik Grounds

Maintenance Lead



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| Department: | Economic Development |
| Posting Date: | May 1, 2026 |
| Location: | Garden Village, Nipissing First Nation |
| Schedule: | Standard Work Week – 35hrs/Week |
| Job type: | Contract |
| Contract End: | September 2026 |
| Vacancies: | One (1) |
| Reports To: | Manager, Lands Membership and Economic Growth |
| Starting Salary Range: | \$22.12 - \$23.94 |

Nipissing First Nation is seeking a highly organized and detail-oriented **Miskwaabik Grounds Maintenance Lead** to coordinate and support the maintenance and operation of Miskwaabik, ensuring the park is safe, clean, and welcoming for Nipissing First Nation members through ongoing grounds maintenance and site oversight.

What You'll Do in the Role

- Assist with installation, maintenance, and minor repair of park amenities (signage, picnic tables, benches, waste containers, fire pits, etc.)
- Monitor the condition of trails, pavilions, seating areas, and gathering spaces; perform minor upkeep as needed
- Support seasonal opening and closing tasks and general park preparation for community use
- Maintain cleanliness and safety of work areas, tools, materials, and public spaces
- Use tools, equipment, and personal protective equipment safely and in accordance with procedures
- Supervise day-to-day park activities to ensure respectful use aligned with community expectations, posted rules, and safety standards
- Conduct routine inspections to identify hazards, unsafe conditions, or misuse of amenities
- Monitor dock areas, walkways, launch areas, and watercraft use to support safe and orderly operations
- Help verify park users are NFN members or community members where applicable
- Greet and provide information to NFN members and visitors regarding park amenities and general use
- Support ceremonies, workshops, meetings, and other approved activities
- Promote respectful use of Miskwaabik and help protect its cultural and natural integrity
- Provide direction, task assignment, and support to summer students or seasonal workers
- Assist contractors and service providers with site access, materials, and on-site coordination
- Coordinate with internal NFN departments regarding park use, events, and operational needs
- Maintain records of completed work, maintenance concerns, incidents, and materials used
- Track basic statistics on park usage and seasonal activity levels
- Report damage, vandalism, hazards, or operational concerns to the Economic Development Officer or Manager of Lands, Membership & Economic Growth
- Perform other related duties as required to support park operations



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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
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

🎯 What You Bring to the Table

- Must have a Grade 12 Highschool Diploma
Must have 1-2 years' experience using basic hand and power tools, small grounds equipment, and maintenance supplies. Ability to work independently outdoors in varying weather conditions
- Access to a reliable vehicle is preferred
- Must have a Valid Class "G" Ontario Driver's License
- Ability to interact professionally with members, visitors, students, contractors, and staff.
- 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

📅 Application Deadlines and How to Apply

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

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| <p>Round 1 – Closes May 15, 2026 <i>Open to registered Nipissing First Nation (NFN) members only</i> Applications received by the Round 1 deadline will be screened at this stage.</p> |
| <p>Round 2 – Closes May 22, 2026 <i>Open to registered NFN members, spouses and children of registered NFN members, and registered members of other First Nations.</i> If the position is not filled in Round 1, applications received by the Round 2 deadline, including any late applicants from Round 1, will be screened at this stage.</p> |
| <p>Round 3 – Closes May 29, 2026 <i>Open to all qualified applicants.</i> If the position remains unfilled, applications received by the Round 3 deadline will be screened at this stage.</p> |

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:



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✉ resumes@nfn.ca

🕒 **Deadline: 4:00 p.m.** on the date assigned to your eligibility round

Are You a Member of NFN?

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

Nipissing First Nation encourages qualified NFN members to apply.

Applicants must meet the essential qualifications outlined in the posting. Transferable skills may be considered, and on the job training may be provided where appropriate. Positions requiring specific credentials, licences, or regulated qualifications must have those requirements met at the time of application.

Interview Preparation Support for NFN Members and affiliates

Nipissing First Nation offers interview preparation support through the Human Resources Department for NFN members selected for an interview. Members interested in this support must indicate so when submitting their application.

Participation in interview preparation does not impact the hiring decision.

For resume assistance or information about employment and training programs, please contact Thomas Lambert, Employment and Training Manager, at thomasl@nfn.ca or 705 753 2050 ext. 6985.

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