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P.O. Box 250
PARRY SOUND, ONTARIO
P2A 2X4

PHONE:
(705) 746-2531
FAX:
(705) 746-5984

CHIEF
Warren Tabobandung

CHIEF COUNCILLOR
Brent Tabobandung

COUNCILLORS
Craig Brown
Joel King
Chance Pedoniquotte-King
Lindsay McConnell

Wasauksing First Nation Job Posting

PROGRAM AREA: Public Works Department

POSITION TITLE: Maintenance Worker
New Wasauksing Building
(Full-time Position)

REPORTING PROTOCOL: Reports directly to the Maintenance Coordinator

POSITION SUMMARY:

The Maintenance Worker is a full time, permanent position. The Maintenance Worker is responsible for cleaning and maintenance of the New Wasauksing Administration building and grounds.

STRATEGIC WORK LISTINGS:

DUTIES:

- Maintain the Administration for safety and cleanliness purposes are kept neat and orderly;
- Sweep, vacuum and mop floors in Administration buildings as identified where needed on a daily basis;
- Clean floors, washrooms and mirrors daily;
- Empties trash, dusts, wipes down all areas of high traffic contact;
- Cleans windows and entrance doors, shampoo carpets as required;
- Washes walls and doors as necessary;
- Keeps grounds for New Administration building outside clean: grass mowing/cutting during the summer, walkways cleared and salted in winter months;
- Prepare purchase order for supplies, purchase supplies, arranges for pick up/delivery of supplies;
- Monitor general condition of Administration facilities and reports needs for major repairs to the Maintenance Coordinator. Foresees, problems, prepare recommendations for addressing issues and estimates for costs.
- Develop and maintain a schedule/frequency of required duties, recommend changes/additions as identified;
- Performs minor repairs on appliances, plumbing, machinery, electrical, carpentry, roof, etc.
- Changes filters on air conditioning equipment as per schedule;
- Friendly voice and attitude, strong interpersonal skills;
- Practice workplace safety at all times;
- Performs other duties as assigned by the Maintenance Coordinator;

QUALIFICATIONS:

- Ontario Secondary School Diploma (Grade 12) or acceptable equivalent in education and experience;
- Valid Ontario Drivers Class G License is a must;
- Must have reliable transportation with insurance coverage;
- Ability to work with minimal supervision and as part of a team;



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- Reliable and able to take initiative;
- Ability to speak Ojibway is preferred;

APPLICATION MUST BE RECEIVED NO LATER THAN FRIDAY DECEMBER 10TH, 2021 @ 4:30 p.m.

If you are interested in pursuing this exciting opportunity, please send your resume, cover letter and (3) three up to date references to:

Shelley Baker, Human Resources Manager
P.O. Box 250
Parry Sound, ON P2A 2X4
Wasauksing First Nation
Email: hrmanager@wasauksing.ca

Preference may be given to Aboriginal Candidates with relevant on reserve employment experience and/or those with knowledge and understanding of the Wasauksing First Nation history and community.

"Only those applicants selected for an interview will be contacted. We wish to thank everyone for their applications".