



***** RE-POST *** JOB POSTING**

Title: Building Maintenance Supervisor
Reports to: Band Administrator
Terms: Full-Time
Hours: 35 hours per week
Salary: \$34,000 - \$39,000 per annum
Location: Saugeen First Nation Offices and Community

Job Summary:

The Maintenance Supervisor will provide supervision and coordination of maintenance staff and resources, and participate to ensure Band buildings are kept clean on a daily basis and maintaining the premises and grounds of all Band buildings and areas as assigned; and will provide additional assistance as needed.

Duties:

- Ensure that all maintenance equipment is kept in operational order
- Ensure the all SFN buildings are maintained by disposing of garbage and recycling whenever possible
- Ensure all building floors are swept, vacuumed & mopped daily
- Ensure that walkways are clear of debris, ice and snow
- Assign maintenance staff to various buildings for cleaning and sanitizing
- Coordinating annual/seasonal heavy duty cleaning schedules and building maintenance
- Interior and exterior building maintenance, care and repair, including heating and cooling systems
- Grounds maintenance and use of equipment, i.e. lawns, landscaping, snow removal, etc.
- Maintain maintenance staff's timesheets including hours, sick time, vacation time
- Order cleaning supplies for Band buildings as necessary
- Attend Band buildings if an unexpected alarm sounds and maintain a rapport with the security team
- Maintain monthly expenditures and budget, prepare reports as necessary
- Attend monthly Program Managers' Meetings
- Willing to take any additional training necessary
- Assist and coordinate day-to-day meeting set up/take down, annual community functions, gravesite preparation, ceremony assistance, departmental activities, etc. as required
- Other duties as assigned by Band Administrator

Qualifications:

- Grade 12 or GED
- Valid Class "G" driver's license & clean driver's abstract is required
- Experience or training in carpentry
- Supervisory experience
- Financial experience an asset
- First Aid/CPR Certificate or willingness to obtain
- WHMIS Certificate or willingness to obtain
- Knowledge of MS Word, Outlook
- Dependable, reliable, responsible
- Flexible, able to work weekends

Applications MUST include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday April 6, 2018 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224

By Fax: (519) 797-3458

By E-Mail: employment@saugeen.org

By Mail: Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0