



JOB POSTING

SAUGEEN FIRST NATION

Band Buildings Maintenance Supervisor

Program:	Administration
Reports To:	Band Administrator
Term of Employment:	Full-Time
Wage:	\$29.47 per hr
Hours of Work:	35 hrs per week

JOB PURPOSE

The Maintenance Supervisor will provide supervision and coordination of maintenance staff and resources, ensuring Band buildings are kept clean on a daily basis and maintaining the premises and grounds of all Band buildings. Provide assistance as needed.

KEY DUTIES AND ACCOUNTABILITIES

- Ensure that all maintenance equipment is kept in operational order
- Ensure 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/snow removal
- Ensure that lawn maintenance, landscaping and all snow removal is attended to
- Assign maintenance staff to various buildings for cleaning and sanitizing and ensure carry out assigned duties
- 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 sound
- Maintain monthly expenditures and budget, prepare reports as necessary
- Co-ordinate with other departments on request for assistance and
- Attend monthly Program Managers' Meetings
- Willing to take any additional training necessary
- Other duties as assigned by Band Administrator

REQUIREMENTS

Education and Experience:

- Grade 12 or GED
- Experience or training in carpentry
- Supervisory experience
- Financial experience an asset

Knowledge, Skills & Abilities:

Band Buildings Maintenance Supervisor

- Knowledge of and experience with interior and exterior building maintenance, care and repair, including heating and cooling systems
- Knowledge of and experience with ground maintenance and use of equipment, i.e. lawns, walkways, landscaping
- Knowledge of MS Word, Outlook
- Dependable, reliable, responsible
- Flexible, able to work weekends

Designations, Licences & Requirements:

- Valid Class “G” driver’s license & clean driver’s abstract
- First Aid/CPR Certificate an asset
- WHMIS Certificate an asset

WORKING CONDITIONS

1. Physical Demands – Frequent periods of stooping, reaching, pushing, walking, climbing, standing, kneeling, lifting and/or fixed work position. Lifting of some objects exceeding 10 pounds. Occasional exposure to heights and confined spaces.
2. Environment – Periods of exposure to outside encountering adverse weather conditions, safety hazards and temperature extremes.
3. Mental Effort – Stress levels may be low to medium as there is staff to organize and assign work, plus the ability to get the maintenance jobs done in a timely manner.
4. Position Type/Expected Hours of Work – Regular full-time hours and requires availability for evening/night/weekend.

DEADLINE DATE: Monday, November 28th, 2022 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check

Applications (cover letter, resume and 3 references) will be received:

Office: Human Resources Dept, (519) 797-1224, Extension 1110

By E-Mail: tina.jacobs@saugeen.org

By Mail: HR Dept, 6 Cameron Drive, Southampton, ON N0H 2L0