



Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0
(p) 306-696-2520 | (f) 306-696-2767

Employment Opportunity

POSITION: COMMUNITY BUILDINGS MAINTENANCE WORKER

CLASSIFICATION: Full Time | Permanent

WAGE: Based on Education and Experience

DEPARTMENT: Facilities & Infrastructure

JOB SUMMARY:

The Maintenance Worker is a support position under the direct supervision of the Facilities & Infrastructure Director. The Maintenance Worker will be responsible to assist with repairs and maintenance of all Cowessess Community Buildings, including but not limited to: Lands Office, Education Development Building, Daycare, Community Hall, Cowessess Community Educational Centre, Cowessess Band Office and any other buildings as directed by the Director. The Maintenance Worker will also be responsible for maintaining the grounds surrounding the community buildings; perform minor and emergency repairs as required and ensure efficient operations of electrical and mechanical systems within the Cowessess Community Buildings are adhered to along with other duties requested by the Director.

QUALIFICATIONS:

- ✓ Must have one (1) years of work experience in the field of general maintenance.
- ✓ Must possess the knowledge of federal and provincial regulations, policies and procedures of the First Nation, which governs the operations, and maintenance of the Community Buildings and grounds.
- ✓ Knowledge in such areas as plumbing, heating and welding would be an asset.
- ✓ A valid Fireman's certification would be an asset.
- ✓ Must be able to take direction and work with minimum supervision.
- ✓ Must possess the ability to follow a regular maintenance schedule to ensure that the preventative maintenance skills.
- ✓ Must be mechanically inclined in order to repair small equipment.
- ✓ Must be willing to work flexible hours on a when needed basis.
- ✓ Must have sound knowledge of how a First Nation Administration is operated and administrated.
- ✓ Must have excellent communication skills to deal effectively with the public, committee members, Chief & Council, fellow employees and, most importantly, the general membership.
- ✓ Must be well organized, punctual, and reliable.
- ✓ Ensure that confidential matters remain confidential.
- ✓ Must possess a valid driver's license.
- ✓ Must be willing to submit a current Criminal Record Check..

ADDITIONAL INFORMATION:

Complete applications should consist:

1. Resume & Cover Letter
2. Three (3) References
3. Vulnerable Sector Criminal Record Check

Deadline to Apply: April 5, 2024

Please send applications to:
human.resources@cowessessfn.com