



Operations and Maintenance Assistant

Job Description

PURPOSE:

The Operations and Maintenance Assistant is responsible for providing technical assistance, coordination and support for all capital buildings and grounds.

DUTIES & RESPONSIBILITIES:

- Maintenance (including plumbing, mechanical, etc.) of all community buildings and public grounds.
- In June of each year, conduct an inventory of all tools and machinery.
- Ensure O & M supplies are available. Keep a list of all supplies required for each supply run.
- Maintain and clean Roundhouse and/or Powwow Grounds as required.
- With Water Treatment Plant Operator, maintain and provide an annual written report on septic fields.
- With Water treatment Plant Operator, maintain water lines.
- Liaise with Pwi-di-goo-zing Ne-yaa-zhing Advisory Services for assistance and advice with various infrastructure and capital issues.
- Assist the First Response Team with emergency coordination activities.
- Obtain quotes for services and supplies.
- Cut lawns.
- Trim weeds.
- Clear brush.
- With Water Treatment Plant Operator, coordinate maintenance and repair on heavy equipment.
- Attend bi-weekly staff meetings and training programs when directed.
- Assist in community clean up days.
- Other duties as required or directed.

QUALIFICATIONS:

- Secondary school diploma
- Safety conscious
- WHIMIS Certified
- First Aid/CPR Certification
- Ability to work both indoors or outdoors in inclement weather

- Heavy lifting above 50kg
- Ability to be on-call in case of emergencies
- Knowledge of carpentry, electrical, mechanical, and plumbing
- Knowledge of heavy and small equipment
- Willingness to learn
- Computer Skills
- Written and verbal communication skills.

TERMS AND CONDITIONS:

- Must provide a criminal reference check that is satisfactory to the Mitaanjigamiing First Nation;
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct;
- Must have a valid driver's license and access to a vehicle.
- 32-week full-time contract position.