



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

Position Title: Maintenance Foreman
Salary Range: Starting \$32.68 rate per hour (Level 7)
Term: Full Time Regular (75 Hours Bi-weekly)
Closing Date: **Friday, April 20th, 2018**

Job Summary:

Reporting to the Manager, Capital and Housing, the Maintenance Foreman will oversee all housing maintenance programs. The Foreman will ensure that all operations are conducted in a respectful and responsible manner, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures.

Main Duties:

1. Manage maintenance and repairs to residential housing units:
 - Conduct inspections for needed services and repairs;
 - Coordinate emergency and regular repairs and coordinate repairs to residential buildings;
 - Maintain fire protection systems and equipment within units;
 - Coordinate maintenance and repairs to structural, mechanical and electrical systems;
 - Coordinate maintenance and repairs of boilers, heating and ventilation systems, pumps, weather stripping;
 - Coordinate maintenance and repairs of building interiors and exteriors; and
 - Coordinate maintenance and repairs of finishing, ceilings, flooring and roofing.
2. Supervise maintenance staff in order to ensure a positive and healthy work environment:
 - Evaluate, train and develop staff;
 - Provide leadership, guidance and counseling to staff;
 - Promote staff morale and workplace safety;
 - Assign tasks and ensure schedules are maintained;
 - Adjust tasks to meet staff capabilities;
 - Provide opportunities for training;
 - Ensure work place safety is practiced;
 - Supervise staff and delegate responsibilities; and
 - Take corrective action when required.
3. Assist in developing and maintaining the general administration of the maintenance program:
 - Assist with the development and preparation of Maintenance and Improvement Plans;
 - Establish preventative maintenance schedules;
 - Prepare plans for short term projects;
 - Manage applicable projects and contracts;
 - Keep a daily log;
 - Track data using a computerized maintenance management system, when applicable;
 - Prepare activity reports and work order reports;
 - Provide ordering and purchase of supplies and equipment as approved;
 - Maintain inventory of maintenance tools, equipment/ parts, and supplies; and
 - Provide reports for Manager, Capital and Housing upon request.
4. Perform other related duties as required.

Qualifications:

- Grade 12 or equivalent and/ or Carpentry Journeyman Certification;
- 3-5 years' experience working in carpentry trade with management/ supervisory skills;
- COR (Certificate of Recognition) Program Certification/ Occupational Health and Safety Training and/ or willing to obtain;
- Knowledge of the FNNND history, culture, demographics, goals and aspirations; and
- Experience working in a First Nation environment/ community.

Conditions of Employment:

- Security Clearance
- Valid Driver's Licence and Abstract

For a copy of the job description that includes main duties and to submit your Cover Letter/ Resume please contact:

Ronalda Moses, Human Resources Manager

First Nation of Na-Cho Nyäk Dun

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