



JOB DESCRIPTION

POSITION TITLE	General Labourer	STATUS	Full-Time, Indeterminate
DEPARTMENT	Capital and Infrastructure	LEVEL	Level 3
SUPERVISOR	Director of Capital and Infrastructure	REVISED	May 22, 2026

Context Statement

As an order of government in Canada, the First Nation of Na-Cho Nyak Dun (FNNND) has the authority and responsibility to manage lands and resources within its Traditional Territory for the benefit of present and future generations, in accordance with the FNNND Final Agreement, Self-Government Agreement and FNNND Constitution.

Job Overview

Reporting to the Director of Capital and Infrastructure, the General Labourer assists with minor maintenance tasks and repairs. The incumbent clears pathways to Elder residences, ensures vulnerable Citizens have wood split and piled, and assists with special projects and events throughout the year.

Main Duties and Responsibilities

- Complete minor maintenance and repairs as directed.
- Clear entrance and exit pathways to and from Elder residences.
- Split and pile wood for Elder residences and other vulnerable Citizens, as directed.
- Perform minor landscaping and clear debris from FNNND properties and residences.
- Assist with preparing and developing program maintenance and improvement plans for Department initiatives, such as the Community Garden, Partridge Farm and FireSmart.
- Follow preventative maintenance schedules and maintain a daily log of work completed at various residences.
- Assist with ordering and purchasing supplies and equipment.
- Maintain an inventory of maintenance tools, equipment, parts and supplies related to the position.
- Perform other related duties, as required.

Education and Experience

- Completion of Grade 10, along with one year of related work experience; an equivalent combination of education, knowledge, skills and experience may be considered.
- Experience in landscaping and farming is an asset.
- Experience with standard practices in carpentry, plumbing and electrical work is an asset.
- Completion of Certificate of Recognition (COR) Program certification or occupational health and safety training, or willingness to obtain.
- Experience with safely operating hand and power tools.
- Experience with operating small equipment, such as a skid steer/Bobcat and chainsaw, is an asset.
- Experience working in a First Nation environment or community is an asset.
- Knowledge of FNNND history, culture, demographics, goals and aspirations is an asset.
- Proficiency with Microsoft 365 applications, including Word, Outlook and Excel, is an asset.

Management Skills

- Strong organizational and time management skills.
- Ability to gather information and provide basic summaries to support planning and reporting.
- Ability to resolve conflict and maintain confidentiality.
- Excellent oral and written communication skills.
- Ability to safely use, maintain and store tools and equipment, and interpret safety and installation instructions as required.

Interpersonal Skills

- Ability to build and maintain professional working relationships.
- Ability to exercise discretion, tact and diplomacy.
- Ability to work collaboratively as part of a team.
- Willingness to learn the Northern Tutchone language.
- Ability to engage respectfully with Elders and support culturally appropriate interactions.
- Ability to communicate respectfully with Citizens and staff.
- Ability to take direction, work independently and meet deadlines.
- Ability to adapt to changing circumstances.
- Ability to be reliable, honest and trustworthy.

Direction/Decision-Making

The incumbent takes direction from the supervisor while performing assigned tasks independently within established procedures and ensuring compliance with occupational health and safety practices at all times. Matters outside established procedures or authority are referred to the supervisor for direction. The incumbent interacts with other departments to complete required projects, schedule maintenance and coordinate equipment and other resources. The incumbent must respect and consider traditional values and culture in performing their duties.

Impact and Accountability

The incumbent contributes to maintaining FNNND residences, facilities and properties by completing minor tasks, maintenance and repairs. Errors in judgement may result in unsafe conditions, damage to property or disruption of services provided to Elders and vulnerable Citizens.

Working Conditions

The incumbent works in a physically active outdoor environment in all seasons with multiple tasks and changing priorities. Flexible scheduling is required, including occasional evening and weekend work. Regular travel to sites within the Traditional Territory is required. Duties include lifting up to 50 lbs., shoveling, climbing and exposure to noise, dust and debris. Personal protective equipment, including steel-toed safety boots, safety glasses or goggles, high-visibility vest, hard hat, gloves and chainsaw chaps, must be worn as required. Work may occur in confined spaces, at heights such as roofs, on ladders and in conditions of bright or limited lighting. The incumbent may encounter situations where Citizens are frustrated or upset, requiring patience and professionalism.

Key Personal Contacts and Contact Nature

Contact	Nature
Director, Capital and Infrastructure	Direct supervisor; provide direction, guidance and oversight.
Elders	Engage in accordance with traditional protocols and cultural practices.
FNNND Citizens	Exchange and receive information related to Elders Council activities and initiatives.
FNNND Staff	Collaborate with staff on Elders Council initiatives and events.

Supervised Employees

- None.

Conditions of Employment

- Criminal Records Check
- valid Class 5 Driver's License and Driver's Abstract
- First Aid and CPR
- WHMIS (or willingness to obtain)
- willingness to take training pertaining to the position

Amendments

This job description accurately reflects the present position, and may be reviewed and amended on a regular basis. Significant changes will be made following appropriate consultation.

Position Approval and Acknowledgements

Supervisor

I have reviewed the position (with the incumbent where applicable) and agree that this is an accurate reflection of the duties and responsibilities assigned to this position.

Incumbent

I have read the foregoing description and understand that it is a general description of the duties assigned to this position.

Supervisor

Incumbent

Date

Date

Executive Director

Director of Human Resources

Date

Date