



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

HOUSING MAINTENANCE – SHORT TERM

PROGRAM AREA:	HOUSING DEPARTMENT
POSITION TITLE:	HOUSING MAINTENANCE WORKER
REPORTING PROTOCOL:	REPORTS TO THE HOUSING MANAGER

POSITION SUMMARY: The Housing Maintenance Worker will be responsible for providing day to day general and property maintenance to the Kettle & Stony Point First Nation Housing Units, Senior Complex and Apartment Complex.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Ontario Secondary School Graduation Diploma or equivalent GED
- Some post-secondary programs related to the Construction field an asset.
- Building and property maintenance experience.

SKILLS REQUIRED:

- Excellent organizational and time management skills
- Knowledgeable and experienced in building repairs.
- Flexible to do shift work and with minimal supervision.
- Be available on call for emergency situations evenings and weekends.
- Proven ability to manage multiple tasks in a day.
- Ability to operate various machinery; weed whipper, lawn motor, etc.
- Able to operate various hand tools and power tools.
- Landscaping and carpentry skills
- Measure distance and calculate quantities.
- Perform a variety of physical labor including climbing ladders.
- Bending, kneeling, reaching, and standing for long periods of time.
- Lift and carry boxes, tools, equipment, and materials.
- Maintain a positive, efficient, and effective presence within and for the community.
- Driver's License and dependable vehicle an asset.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.

- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
CLOSING DATE – MARCH 8TH, AT 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – HOUSING MAINTENANCE WORKER**
Email to: hr.assistant@kettlepoint.org

Mail to: **6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**
Fax: **519-786-2108**

*A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT