



CONSTANCE LAKE FIRST NATION  
P.O. Box 4000  
CONSTANCE LAKE, Ontario P0L-1B0  
Telephone (705) 463-4511 - Fax (705) 463-2222  
General e-mail: [clbo@clfn.on.ca](mailto:clbo@clfn.on.ca)  
Website: [www.clfn.on.ca](http://www.clfn.on.ca)

**JOB POSTING**  
**CAPITAL/PUBLIC WORKS**  
**MAINTENANCE WORKER**

**PERMANENT POSITION**

**Overview:** Under the general supervision of the Capital/Public Works Manager, individual will be responsible for the maintenance and repair of the municipal infrastructure including buildings and other public facilities. This position involves a skilled individual with multi trades such as carpentry, plumbing, electrical, and mechanical. The position performs installation, repair and upkeep of all band property and must be familiar with building code compliance. The Maintenance worker is expected to exercise considerable professional judgment and discretion in all aspects of the work. This is a permanent full-time position.

**Preferred Qualifications:**

- Must have Ontario Secondary School Diploma or equivalent
- Must have technical experience and/or education in the area of carpentry, electrical, plumbing and general construction
- Must know how to determine whether the property in question can be repaired or should be replaced.
- Must be familiar with electrical and national building codes and regulations and willing to attain training
- Must have excellent communication skills
- Must have a valid driver's license and own or have access to a vehicle
- Must have First Aid and CPR Certificates or willing to take course
- Must have WHMIS Certificate or willing to take course
- Must have knowledge of the Health and Safety regulations
- Must have time management skills be able to maintain an organized scheduling and tracking system to effectively complete all maintenance requests in a timely manner.
- Must pass a Drug and/ or Alcohol Test prior to being hired

**Duties and Responsibilities:**

- Provide minor repairs to all Band Buildings and Sunrise Elders Complex
- Contact and ensure repairs are reported to the appropriate trade when beyond capabilities
- Complete all maintenance requests in a timely manner and in the order by which they were received or by level of urgency
- Performing repair and general maintenance work of facilities, buildings, grounds and equipment at various sites.
- Repairing and treating structures such as showers, floors, sinks, walls, and roofs
- Performing minor repairs, troubleshooting, and adjustment of locks on cabinets, locks, desks
- Ensure road maintenance is being maintained
- Repair door hinges, cleaning plugged key slots, changing filters on ventilating, heating and air conditioning units
- Servicing kitchen appliances and emergency equipment, reporting mechanical malfunctions to appropriate skilled crafts individual's services
- Moving and assisting in transportation of furniture and equipment
- Ensure regular maintenance of fire extinguishers, smoke alarms, and carbon monoxide alarms
- Develop a maintenance schedule for all band buildings of their furnaces, HRVs, etc.
- Availability for on-call purposes and the flexibility and ability to work weekends when necessary
- And any other related duties

Please Submit your resume and 3 references either by mail, fax, in person at the Band Office or by email to:

**Samantha John-George, Employment Coordinator**  
**Constance Lake First Nation**  
**P.O. Box 4000**  
**CONSTANCE LAKE, Ontario P0L 1B0**  
**Tel: 705-463-4511**  
**Fax: 705-463-2222**  
**Email: [samantha.john-george@clfn.on.ca](mailto:samantha.john-george@clfn.on.ca)**

**DEADLINE FOR Wednesday, March 15, 2017 @ 4:00 P.M.**

While we appreciate all applicants, only those selected for an interview will be contacted.  
May be extended until a successful candidate is chosen.