



WE ARE HIRING!

MAINTENANCE WORKER BLACK RIVER COMMUNITY

**SOUTHEAST
CHILD & FAMILY SERVICES**

Duties & Responsibilities:

The Maintenance Worker performs general upkeep of all Southeast CFS properties in Little Black River First Nation Community:

- Perform general maintenance duties on properties and equipment
- Conduct routine inspections of all SECFS properties
- Ensures the general upkeep of the facility such as cleaning floors, washrooms, windows, collects and disposes of garbage, vacuums, spot washes accessible walls
- General landscape and upkeep including: snow shoveling and grass cutting
- Checks, cleans, moves, and arranges furniture as required
- Checks doors and windows to ensure building security
- Reports safety concerns and repair issues (i.e. furniture and fixtures)
- Performs other duties as assigned
- Part time position

Qualifications:

- Previous experience is preferred
- A valid driver's license and a reliable vehicle (preferred)
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and, Prior Contact Check
- Fully immunized against COVID-19 as of October 31, 2021

Physical Requirements:

- Skilled in the use of tools e.g. hammers, saws, drills, and wrenches
- Ability to respond to work orders in a timely and professional manner
- Frequently operating industrial cleaning equipment and tools, mopping/sweeping, bending/twisting/lifting/etc.
- Lifting up to 50 pounds

Application Process: Competition 2022-12 Qualified Candidate's Salary: \$18.00 an hour

Closing Date: Open until filled

Please forward your résumé, cover letter, and three (3) references to hr@secfs.ca

Preference will be given to Southeast members and Indigenous (First Nations, Métis, or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer exceptional salaries, life insurance, pension, health/vision/dental, leave benefits

Berens River · Black River · Bloodvein · Brokenhead · Hollow Water · Little Grand Rapids · Pauingassi · Poplar River

Job Postings can be viewed at: www.secfs.ca