



Employment Opportunity Woodland Cree First Nation



Department: Education

Location: Woodland Cree First Nation

Position: Maintenance Technician

Number of Positions: 2

Full or Part-Time: Full-time

Application Deadline: July 26, 2024, or until suitable candidates are found.

In pursuit of our mission to develop and maintain a self-supporting community for our children, Woodland Cree First Nation (WCFN) is proud to begin administering and operating Cadotte Lake School for the 2024-2025 school year.

The Maintenance Technician will be responsible for performing general maintenance and repairs, landscaping, and coordinating with contractors for repairs and upgrades across our facilities. The ideal candidate will have a strong background in maintenance, excellent problem-solving skills, and a proactive approach to facility management.

Under the supervision of the Education Operations Manager, our Maintenance Technician will:

- Perform routine maintenance and repairs on building systems, including HVAC, plumbing, electrical, and structural components.
- Conduct regular inspections to identify and address maintenance issues.
- Perform landscaping duties, including mowing, trimming, planting, and maintaining outdoor areas.
- Coordinate with external contractors for specialized repairs and upgrades.
- Ensure all work is completed in compliance with safety regulations and standards.
- Maintain accurate records of maintenance activities and repairs.
- Respond promptly to maintenance requests and emergencies.
- Manage inventory of maintenance supplies and equipment.
- Assist with setup and teardown for events and functions as needed.
- Assist with the supervision of volunteers and summer students.
- All other duties as assigned.

Required Qualifications:

- High school diploma or equivalent.
- Minimum of three years of experience in general maintenance and repair work.
- Strong knowledge of building systems, including HVAC, plumbing, and electrical.
- Experience in landscaping and grounds maintenance.
- Excellent problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.

- Valid driver's license and reliable transportation.
- Physical ability to perform manual labor, including lifting, climbing, and working in various weather conditions.
- Ability to lift up to 50lbs.

Preferred Experience and Qualities

- Certification or training in a related trade (e.g., HVAC, plumbing, electrical).
- Experience working in a school or institutional setting.
- Familiarity with safety regulations and standards.
- Excellent communication and collaboration skills.
- Strong communication and interpersonal skills.
- Commitment to ongoing professional development and learning.
- Strong work ethic.
- Trustworthiness and integrity.
- Proven leadership ability and attendance.
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children.

Compensation and Benefits:

- Salary range is \$45,000-\$60,000 annually
- As soon as possible start date
- On-site housing available (single/family)
- Generous holiday schedule
- Retention bonus
- Relocation assistance
- Professional learning allowances
- Strong, supportive First Nations community

How to Apply:

Please forward your cover letter and resume to hr@woodlandcree.net by the deadline noted above. Include the position you are applying for in the email subject.

It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.

Woodland Cree First Nation is an equal opportunity employer and welcomes all applications. We would like to thank applicants for their interest in this opportunity. Only candidates selected for an interview will be contacted.