



Treaty 6  
PO BOX 147 GALLIVAN, SASKATCHEWAN  
S0M 0X0

Phone: 306-937-2990 Fax: 306-937-7010

## JOB OPPORTUNITY

### On-the-Job Training Initiative Housing Maintenance Worker Full Time Term position

#### General Description:

The Sweetgrass First Nation is seeking a motivated and multi task – oriented individual who is flexible and works well in a team environment to fill the Term position, On the Job training initiative Housing Maintenance worker. The position will assist with maintenance duties and will work under the supervision and guidance of current Maintenance Worker. This is a Full-time term position for 37 weeks.

The Housing Maintenance Worker performs a variety of tasks to support Sweetgrass First Nation housing occupants to ensure that homes are properly cared for and maintained. The On-the-Job training Maintenance worker will work directly/under present Maintenance worker to help / assist in daily maintenance calls.

#### Duties:

- Responsible for the timely completion of assigned service requests.
- Performs repair and preventative maintenance work on housing units and per approved standards.
- Responds quickly and courteously to resident requests for maintenance service, troubleshooting the source and taking appropriate action to repair.
- Completes required documentation for work completed.
- Responsible for company tools, Maintenance supplies and maintenance inventory system.
- Informs occupants of any issues observed in housing units.
- Follows-up on service request to ensure the highest quality occupant satisfaction.
- Maintains positive, can-do attitude with occupants, communicating potential problems to the Housing Manager. All while under guidance of Maintenance worker.

#### Qualification Requirements:

- High School graduate, technical school preferred but not required.
- Prefer some Maintenance experience
- Basic carpentry skills
- Knowledgeable of electrical and plumbing repair maintenance.
- Strong interpersonal skills with the ability to effectively communicate and interact with all levels of personnel and the public.
- Ability to work independently and as part of a team
- Experience working in the First Nations communities is strongly preferred.

#### Key Competencies:

- Adaptability
- Interpersonal skills
- Dependability
- Integrity / Ethics
- Productivity
- High Level of Confidentiality
- Problem solving and Decision-making skills
- Strong interpersonal communication skills relations, oral and written.
- Ability to deal tactfully with sensitive issues and always maintain confidentiality.

**Note: A valid drivers license, and criminal record check are required for this position**

**Application Deadline: Friday August 26<sup>th</sup>, 2022**

**Applicants are required to submit a current resume with three professional references.**

**Applications must be received at the Sweetgrass Band Office no later than close of business.**

#### Send resume to:

Sweetgrass First Nation  
Box 147  
Gallivan, SK S0M 0X0

Fax: 306-937-7010

Email: [reception@sweetgrassfirstnation.ca](mailto:reception@sweetgrassfirstnation.ca)