



# Aamjiwnaang First Nation

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## EMPLOYMENT OPPORTUNITY

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**Position Title:** Maintenance Worker

**Location:** Sarnia, ON

**Duration:** Permanent, Full-Time

**Posting Closes/Deadline:** April 3<sup>rd</sup>, 2025

**Tentative Interview Dates:** April 8<sup>th</sup>-10<sup>th</sup>, 2025

### Purpose of the Position

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The Maintenance Worker is responsible for overall maintenance required at the Aamjiwnaang Early Learning Centre (daycare and school). The Maintenance Worker will ensure the buildings, equipment, and grounds are regularly maintained and safe for staff and children. Reports and works under the direction of the Public Works Coordinator.

### Responsibilities

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#### Building Maintenance Service Delivery:

- Ensure high-quality building maintenance services in alignment with ministry licensing requirements
- Prioritize and perform work orders, schedule repairs
- Coordinate work with contractor(s) as required
- Promote a positive image of buildings to the public
- Schedule preventative maintenance care schedules for all equipment in consultation with the Public Works Coordinator
- Conduct safety inspections on AFN equipment and playground repairs
- Assessing mechanical and/or electrical problems in equipment
- Perform routine maintenance, janitorial support, snow removal from sidewalks/bike paths, grounds upkeep & landscaping
- Basic assembly of furniture, toys, shelves, etc.

#### Health, Safety & Compliance

- Ensure workplace health and safety by identifying prevention opportunities, ensuring staff are trained in incident reporting systems, investigating potential risk and accidents, and applying timely corrective measures
- Adherent to relevant legislation, policies, and procedures
- Maintain a safe, healthy, and welcoming environment for the children and staff

#### Knowledge, Skills, and Abilities

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- Knowledge of First Nations bylaws, politics, and specific issues related to the early years program
- Able to support the vision, purpose, and values of AFN
- Knowledge of relevant regulations and policies related to building and property maintenance
- Knowledge and understanding of the opportunities, barriers, and challenges that impact individuals, families, and the community
- Effective supervisory, mentoring, and delegation skills
- Proficient skill with ability to train on all associated software, programs, etc.
- Able to communicate effectively using oral, written, visual, and nonverbal communication skills
- Well-developed interpersonal skills; strong interest in the provision of building maintenance services

- Problem-solving with ongoing accumulation of knowledge or expertise to deal with problems anticipated or encountered
- Demonstrated organizational and analytical skills with the ability to make informed decisions and take initiative with self-direction and follow through

### **Minimum Requirements**

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- High School Diploma or equivalent required
- 3 to 5 years of experience providing building or property maintenance services or related an asset
- 3 to 5 years of experience (work or lived) in First Nations, understanding the needs, challenges, and political environment
- A clear Criminal Record Check and Vulnerable Sector Check
- A valid drivers license and access to a vehicle
- CPR/First Aid certification required

### **Other Considerations**

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In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

### **Application Process**

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If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON N7T 7H5  
Attention: Ashley Fisher, Human Resources Officer  
Or  
[humanresource@aamjiwnaang.ca](mailto:humanresource@aamjiwnaang.ca)  
Or  
519-336-0382 fax