



Keewatin Tribal Council

**KEEWATIN TRIBAL COUCNIL
JOB VACANCY
FULL TIME TERM 6 MONTHS
BUILDING MAINTENANCE
Terms of Reference**

This position takes from and reports to the Senior Administrative Officer Manager. The primary role includes performing maintenance in and outside the office building. Providing these services in an effective and efficient manner will ensure the reliability, access and safety of the workplace.

RESPONSIBILITIES & QUALIFICATIONS

- Perform preventative and pro-active maintenance on buildings and facilities
- Conduct routine, non-licensed inspections of facilities including fire equipment
- Ensure fire protection equipment is properly maintained and up to date
- Perform routine maintenance and minor repairs to buildings and facilities including carpentry and painting
- Basic plumbing and electric knowledge is an asset
- Coordinate major maintenance and repairs as required to mechanical systems
- Ensure the safety and protection of buildings including ensuring doorways are not blocked and that buildings and facilities are locked when not in use
- Help staff with assemble/move furniture.
- Knowledge of inspection procedures
- Knowledge of workplace safety requirements and procedures
- Knowledge of record keeping systems
- Team building skills
- Decision making skills
- Ability to read and write maintain daily logs
- Time management skills
- Effective verbal and listening communication skills
- Class 5 valid Driver License

A written application with detailed resume, including at least two references, and your latest immediate supervisor should be submitted to:

Lisa Beardy, Office Manager
Keewatin Tribal Council Inc.
23 Nickel Road
Thompson, Manitoba
R8N 0Y4
Fax No.: 204-677-0256
Email: lbeardy@ktc.ca

Applications will be accepted until 4:00 p.m. Friday, February 7, 2020. We would like to thank all those that apply for the position, but only those being considered for an interview will be contacted.