



EMPLOYMENT OPPORTUNITY

MAINTENANCE ASSISTANT

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a full-time **Maintenance Assistant** to join our Administration. The Maintenance Assistant reports to the Maintenance Supervisor and is responsible for the maintenance of all current and future band-owned buildings and grounds including HIFN Administration Office, Commercial Rental Offices, Health Centre, Daycare, Playground Areas, 4-Plex, Ball Field, Pow Wow Grounds, Helipad, 8-Plex, Learning Centre, Lands Office, Fire Hall and Pickerel River Trailer Park. This position requires high degree of self-motivation and a strong work ethic.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Maintenance Assistant will be responsible to:

- Assist with the set-up and clean-up of workshops and other events taking place in the Firehall and throughout the Community
- Ensure ample supply of toiletries, including soap, toilet paper and paper towels, are available in building restroom dispensaries and laundry facilities at all times
- Assist with minor plumbing issues including repairing leaking faucets, broken pipes, etc.
- Assist with minor electrical issues including changing light bulbs and smoke detector batteries, etc.
- Assist with minor building repairs including damage to drywall, replacement/installation of doors, windows, damaged siding and floor coverings, and interior and exterior painting and window washing
- Transport required band-owned equipment to and from respective job sites
- Ensure security of all HIFN maintenance equipment (ie - lawnmower, mechanized machinery, monitoring) and buildings at all times
- Perform regular maintenance on all HIFN maintenance equipment including repairs, oil changes, re-fueling, etc.
- Maintain building grounds by watering grass and gardens as needed, cutting grass and brush, raking leaves and removing fallen trees impeding band property
- Assisting with planting, watering, and weeding of flower beds, and harvesting of Community gardens
- Clean building eavesdrops and gutters as needed
- Assist with removal of beehives, hornet and wasp's nests from exterior of buildings
- Clear snow from parking lots, driveways, steps, ramps, pathways, garbage bins, and building roofs
- Salt and/or sand parking lots, driveways, steps, ramps and walkways prior to and immediately following snow or ice storms
- Winterize building doors and windows as needed
- Pick up and remove garbage, cigarette butts and other debris in and around band-owned property
- Flood the community ice rink at the beginning of and throughout the season as needed
- Maintain docks throughout the PRTP season and repair, secure and/or re-anchor docks in event of shifting due to weather
- Prepare and post various notices regarding planned maintenance, safety advisories, traffic control and other related directives for members, staff, visitors and customers
- Assist with collecting and recording payments and issuing receipts to trailer park customers for dock and parking slips during trailer park season as required
- Be aware of and assist with maintaining the register of customer names associated with boats and their dock slips with lot numbers
- Help create a supportive, safe and welcoming environment for members, staff, visitors and customers
- Escalate safety concerns and customer service incidents to the Supervisor as appropriate
- Assist with training and coaching summer students

- Adhere to all HIFN Policies and Procedures
- Participate in mandatory training workshops, courses and certifications as required
- Attend and actively participate in trailer park, staff and community meetings
- Perform other duties as assigned from time-to-time by Maintenance Supervisor, Chief and Council or the Director of Finance/Administration

QUALIFICATIONS

- Valid Ontario Class G Driver's License **a must**
- Clear driver's abstract
- Grade 12 diploma or equivalent preferred
- Basic home maintenance and carpentry skills
- Previous carpentry, brush cutting or landscaping experience an asset
- Working at Heights Certification an asset
- Chainsaw Safety Certification preferred
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift up to 20lbs continuously
- Current First Aid and CPR Level C
- Exceptional organization and time-management skills
- Professional attitude and a strong work ethic
- Must be able to work with little supervision; must be self-directed
- Willingness to work rotating and flexible hours, including occasional weekends, **a must**

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$20.52/hour

START DATE

September 2, 2025

APPLICATION DEADLINE

August 12, 2025

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.