



EMPLOYMENT OPPORTUNITY

MAINTENANCE SUPERVISOR

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a full-time **Maintenance Supervisor** to join our Administration. The Maintenance Supervisor reports to the Director of Finance/Administration and is responsible for overseeing and full-filling all maintenance requirements of current and future band-owned buildings and grounds. The Maintenance Supervisor is also responsible for maintaining and securing all HIFN assets. This position requires strong leadership and organizational skills, and a superior work-ethic.

MAIN RESPONSIBILITIES

The Maintenance Supervisor will be responsible to:

- Promote HIFN vision and values while presenting a positive and professional image of the organization at all times
- Oversee and fulfill grounds and building maintenance requirements at Moose Lake Lodge and all current and future HIFN grounds, buildings and properties
- Maintain a copy of all equipment and structure keys, including door keys for all HIFN buildings and offices
- Be the key point of contact for building alarm company to address potential security breaches accordingly
- Assist in the management of building security by restricting building, vehicle and equipment access to authorized external guests, facilitators, contractors, service providers and staff only
- Ensure all HIFN buildings are opened/unlocked for staff each morning, and closed/secure at the end of each business day
- Help set-up for workshops and other events taking place in and throughout the Community
- Ensure ample supply of toiletries, including soap, toilet paper and paper towels, are available in building restroom dispensaries at all times
- Maintain an inventory of janitorial supplies and place and receive orders when needed
- Fix minor plumbing issues including repairing leaking faucets, broken pipes, etc.
- Fix minor electrical issues including changing light bulbs and smoke detector batteries, etc.
- Fix 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
- Oversee and coordinate HIFN vehicle and equipment maintenance, scheduling maintenance and repairs as required
- Transport required band-owned vehicles and equipment to and from respective job sites and maintenance appointments
- Maintain building grounds by watering grass and gardens as needed, cutting grass and brush, raking leaves and removing fallen trees impeding band property
- Plant, water, and weed flower beds, and harvest of Community gardens
- Clean building eavesdrops and gutters as needed
- Remove beehives, hornet and wasp's nests from exterior of buildings
- Work with third-party vendors, contractors, and providers regarding building and vehicle maintenance and repairs
- Ensure that all employees, visitors and third-party contractors understand and adhere to all HIFN health, safety, security and other facility policies and procedures by modeling and enforcing safe workplace practices
- 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 community 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
- Have a thorough understanding of PRTP policies, processes and procedures and oversee its seasonal operations
- Maintain positive and ongoing communication with PRTP customers with respect to all business-related issues
- 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
- Assist with training and coaching summer students
- Create and direct long- and short-term departmental goals and objectives and continually assess the department for areas of improvement
- Monitor and adhere to maintenance departmental operating budgets
- Complete and submit an annual work plan on behalf of the maintenance department
- Adhere to all HIFN Policies and Procedures
- Participate in mandatory training workshops, courses and certifications as required
- Attend and actively participate in all trailer park, staff and community meetings
- Supervise and support the maintenance, home maintenance, janitor and trailer park staff through mentoring, coaching, and leading project initiatives
- Oversee time and attendance records for maintenance, home maintenance, janitor and trailer park staff including approval and signoff of time sheet and time-off requests
- Participate in performance management and progressive discipline processes within Maintenance Supervisor capacity as necessary
- Ensure that all health, safety and security regulations are adhered to by modeling and enforcing safe work practices
- Perform other duties as assigned from time-to-time by the Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent preferred
- Valid Ontario Class G Driver's License and access to a reliable, insured vehicle **a must**
- Clear driver's abstract
- Possess a valid Boat License required
- Strong maintenance and carpentry skills, including small engine maintenance and repairs
- Experience utilizing a wide variety of tools and landscaping equipment is required
- Previous building and ground maintenance experience required
- Previous management experience a strong asset
- Current First Aid and CPR Level C
- Chainsaw Safety Certification
- Working at heights training preferred
- Ability to stand, bend, reach and twist for long periods of time
- Ability to lift up to 20lbs continuously
- 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
- Available to work rotating and flexible hours, including evening, weekends and during inclement weather events is **a must**

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In community

REMUNERATION

\$22/hr - \$43/hr

START DATE

July 13, 2026

APPLICATION DEADLINE

June 22, 2026

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: recruitment@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.