

MAINTENANCE

Authority

The Maintenance person reports directly to the Office Administrator who in turn reports to the Director of Finance.

Purpose

The Maintenance person will perform minor maintenance and repair for all MFNERC offices. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

Specific Responsibilities

- Performing minor repairs, troubleshooting, and adjustment of office furniture;
- Moving and assisting in transportation of furniture and equipment;
- Checking regularly the state of repair of the office facility and report any major concerns to the Office Administrator;
- Responsible for the maintenance of the storage facilities and that they are in good order;
- Keeping all entrance(s) free and clear of snow, ice and debris on a daily basis;
- Keeping inside and outside office area garbage bins and receptacles clean;
- Emptying outside garbage & cigarette receptacles on a bi-weekly basis or as needed;
- Ensuring paper recycling bins are empty as needed and inform Office Administrator of additional pick up(s) as required;
- Transporting any oversize garbage/waste/used equipment to appropriate facility as needed/required;
- Delivering/pick-up of inter-office mail/packages between the MFNERC offices;
- Re-stocking photocopy paper on shelves;
- Changing water cooler bottles as needed;
- Submitting a monthly inventory update of janitorial supplies;
- Assisting with moving of supplies for conferences and workshops as required;
- Assisting in the set up and/or decorating of office for special occasions;
- Ensuring maintenance form requests are completed on a timely basis;
- Other duties as assigned.

Qualifications

Education & Experience

- High school diploma or equivalent or combination of education/experience may be considered;
- Valid driver's license and reliable vehicle (preferably half ton truck) is required;

- Satisfactory Drivers Abstract;
- Excellent interpersonal skills;
- Ability to work in a team setting and individual basis;
- Ability to lift heavy material/objects;
- Efficient knowledge of various power and hand tools;
- Ability to communicate and follow oral or written instructions.
- Provide satisfactory clearance of criminal record and provincial child abuse registry checks.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by **4:00 p.m. on June 29, 2022** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: employment@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com

Posted: June 15, 2022