



Posted: February 13th, 2023
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** (39.5 hours/week) position.

ASSET MAINTENANCE LABOURER **Public Works**

The purpose of this position is:

- To undertake a variety of public works operations
- To provide a variety of operational, construction, snow and ice removal services to First Nation properties, facilities and roads, and the properties falling within scope of the First Nation construction contracts
- Shall perform assignments in accordance with the Seven Grandfather Teachings

DUTIES:

The duties and responsibilities of this position are categorized into FOUR main functions:

1. General
 - Responsible for discussing plans and schedules with the Public Works Foreman
 - Responsible for cleaning and maintenance services for First Nation properties and buildings including but not limited to: the care and cleaning of all surfaces and service facilities; painting' roof inspections; eaves trough cleaning and minor repairs
 - Maintenance and repairs of small engine equipment
 - Responsible for adherence to Occupational Health and Safety Procedures
 - Perform any other duties as required under the direction of the Foreman
2. Community Centre
 - Set up and clean for events held at the Community Centre, including being present for all liquor licensed events
 - Completion of incident reports after each event
 - Provide outside maintenance of grounds, gardens and sidewalks on a year round basis, including but not limited to, raking and fertilization; parking lot clean up; garbage collection and disposal, snow removal, sanding of walk ways and minor repairs as required by the Foreman.
 - Administer and follow the Community Centre Use Policy, as amended from time to time.
 - Hours vary depending on occupancy schedule
3. Church
 - Clean and maintain
 - Set up for funerals
 - Clean up, open and close
 - Key holder
 - Order/pick up supplies
4. Graveyard/Cenotaph
 - Cut grass, whip, litter, tree limbs

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

- Assist with grave preparation
- Open/close columbarium
- Rake/remove leaves and snow

QUALIFICATIONS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

EDUCATION:

- Completion of Grade 12
- Basic CPR / First Aid Certificate
- WHIMIS Certification
- Knowledge and understanding of Occupational Health and Safety in a workplace environment

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Knowledge of Curve Lake First Nation Government Services Policy and Procedures
- Ability to operate and maintain (small engine) operating equipment
- Possess good oral and written communication skills
- Good public relation skills
- Ability to multi-task and meet deadlines
- Ability to get themselves to each individual work site as required.
- High respect for confidentiality
- Exhibits a high degree of initiative and self-direction
- Must be punctual and dependable
- Must demonstrate professionalism throughout the performance of duties
- Must be in good physical condition

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position for beginning immediately. Annual salary range for this position is **\$38,607** to **\$42,039**.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

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Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Assistant
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Monday, February 27th 2023 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.