

**Position: Internal Maintenance Worker**

**Closing: Posting will remain open until filled**

**Term: Full Time (35 hours per week)**

**Salary Range: \$44,160-\$50,720 with additional remote location premium**

Our Vision is “to lead the design, development, and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures.”

We are currently seeking an **Internal Maintenance Worker** in **Sioux Lookout, Ontario**.

As an **Internal Maintenance Worker**, you will be an integral member of the Technical Services and Property Management Teams responsible for, but not limited to, completing daily maintenance duties, at various OAHS properties, consisting of a mix of janitorial and minor maintenance duties related to our multi-unit complexes and single detached residences. The successful candidate will be a goal-oriented, organized, enthusiastic individual who understands and appreciates how safe, affordable housing contributes to quality of life and serves as a stable foundation.

**PLEASE APPLY ON OUR CAREERS PAGE:**

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including those who identify as 2SLGBTQQNBIA+.*

**In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.**

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

**Compensation:**

In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. **This comprehensive compensation package includes:**

- Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
- Comprehensive medical & dental benefits + company vehicles available for fieldwork;
- \$2000 Health Spending Account + \$2000 Wellness Spending Account per employee
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, Easter Monday and Family Day;
- Opportunity for cultural, educational, and other approved leaves;
- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity;
- A competitive salary in the pay band B4- \$44,160-\$50,720 with additional remote location premium

**Duties and responsibilities will include, but not be limited to the following:**

- Support OAHS's mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- General cleaning of multi-unit building common spaces;
- Ensure public restrooms are stocked and cleaned within buildings;
- Report hazardous conditions or potentially unsafe conditions;
- Ensure supervisors or manager are notified of any repairs that may be required;
- Collect and dispose of trash from multi-unit buildings;
- Maintain and clean grounds and dumpster areas at multi-unit locations on a daily basis;
- Ensure yard maintenance is completed for multi-unit and vacant units, including grass cutting, snow blowing, and shoveling and salting walkways and entrances;
- Ability to work with a contract vendor services when necessary;
- Ensure salt deliveries are made to appropriate units;
- Removal of debris and household items left at vacated units;
- Change locks and secure vacant units;
- Deliver and change furnace filters;
- Ensure that vacant units are properly winterized; and
- Other minor repairs and duties as required.

**To qualify for this role, the successful candidate will have the following qualifications and skills:**

- Appreciation for Indigenous cultures and a values system that believes in assisting people;
- Willing to learn new things and ability to follow direction;
- Ability to perform manual labour, including bending, carrying, and lifting heavy objects weighing up to 45lbs;
- Ability or willingness to learn the operation of small machinery such as lawnmower, weed whacker, snow blower, and cordless drill;
- Ability or willingness to learn to operate a truck and small utility trailer;
- Utilize various communication mediums to communicate with the technical and property management teams;
- Maintain a daily log of tasks completed to submit to supervisor;
- Knowledge of, or willingness to learn Microsoft Office suite and other software products (including Property Management systems);
- Ability to communicate professionally using multiple channels with a variety of stakeholders both internal and external to the organization; and
- Strong interpersonal skills and demonstrated ability to contribute to the achievement of team goals.

**Conditions of employment:**

- Ability to travel within 100km of assigned area as required;
- Ability to work varying hours/days;
- Valid CPIC Clearance (Criminal Records check) and/or Vulnerable Sector Check;
- References;
- Current, valid Ontario Driver's License;
- Safe driving record (3-year Driver record search).

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