



**DATE:** April 28, 2022

**POSITION TITLE:** General Service Maintenance Worker

**POSITION REPORTS TO:** Public Works Supervisor

**SUMMARY:** Under the direction of the Public Works Supervisor, the General Service Maintenance Worker ensures that the community areas, special projects and other identified facilities, including the operational/functional requirements are addressed, maintained and repaired. The General Service Maintenance Worker requires the knowledge and ability to install, repair, operate and service a wide variety of products, equipment and facilities.

**DUTIES:**

- For on reserve band facilities:
  - Perform preventative maintenance and repairs for equipment and buildings.
  - Assist gasification personnel as required
  - Operate equipment in a safe and responsible manner
  - Ensure pest control measures are carried out
  - Work in the construction industry as required
  - Liaison with contract service company's when required or directed
- Safe keeping and inventory control of tools and equipment
- Ensure general landscaping needs are met, such as planting grass, rototilling, etc.
- Ensure lawned areas are mowed
- Snow removal
- May be required to lift packages weighting up to 25 kilograms
- Ensure completion of safety and hazard assessments
- Maintain accurate and detailed records of vehicle usage and maintenance
- Completion of daily task sheet
- May be required to work extra hours after hours
- Other duties as assigned by the Supervisor

**QUALIFICATIONS:**

- A high school diploma or G.E.D. or any combination of training and experience which provides the required knowledge, abilities, and skills for the position.
- Must possess a valid driver's license and submit a driver's abstract.
- Must provide a criminal record (CPIC) check and Child Welfare Information. System (CWIS) check, as required.
- Class 1 or Class 3 driver's license would be an asset
- Ability to speak Cree is an asset.
- Knowledge of First Nations culture and traditions is an asset.
- Oath of Confidentiality must be signed prior to commencing employment.

**DEADLINE FOR APPLICATIONS: May 13, 2022 @ 4:30 PM**

Late applications will not be considered – Only qualified applicants will be notified for an interview.

Please hand in your resumes, or mail or email them to:

Attention: Debbie Willier  
SCFN-HR Assistant  
Box 65  
Enilda, Alberta T0G 0W0

Fax: 780-523-3111  
Email: [application@scfn.ca](mailto:application@scfn.ca)  
Drop Off @ SCFN Administration Office