JOB POSTING

SAUGEEN FIRST NATION

Maintenance - Housing

Program:	Housing
Reports To:	Housing Manager
Term of Employment:	One (1) year contract, Part Time
Wage:	$25.00/hr
Hours of Work:	21 hrs per week

JOB PURPOSE

The Maintenance Technician is responsible for the repair, maintenance, and overall upkeep of band-owned rental housing. Working as part of the Housing Department, this role helps ensure safe, functional, and well-maintained living environments for tenants through preventative and emergency maintenance, renovations, and collaboration with both internal staff and external contractors

KEY DUTIES AND ACCOUNTABILITIES

- Maintain HVAC systems in rental units, including HRVs, furnaces, and boilers.
- Inspect and ensure the proper functioning of fire safety equipment (smoke alarms, extinguishers, exit lighting, alarm systems).
- Complete minor construction and renovation projects (e.g., doors, windows, drywall, trim, flooring).
- Troubleshoot and perform minor repairs for electrical and plumbing systems.
- Build accessibility ramps, decks, and complete interior carpentry work.
- Conduct property inspections, identify issues, and provide cost estimates for needed repairs.
- Maintain and repair systems such as eaves troughs and downspouts to ensure proper drainage.
- Clean and maintain exterior areas, remove garbage, and arrange for disposal of discarded furniture.
- Ensure cleanliness and maintenance of shared/common spaces in rental units.

- Assist with renovations and builds in partnership with Habitat for Humanity as needed.
- Notify tenants of inspections or repairs through calls, texts, or written letters.
- Work with Ontario Works to perform urgent health and safety-related repairs.
- Request and review quotes for work requiring outside contractors.
- Maintain open communication with Housing Department staff on work schedules and plans.
- Conduct mould assessments and perform cleaning/remediation as required.
- Support tenant education efforts by participating in workshops related to heating, ventilation, moisture control, and septic systems.
- Utilize housing database to create, update, and track service requests, quotes, work orders, and purchase orders.
- Inspect and maintain security camera systems and hard drives to ensure reliable operation.
- Perform other related duties as assigned by the Housing Manager.

Qualifications

Education and Experience:

- High school diploma or equivalent; additional technical or trades training is an asset
- Minimum 2 years of experience in general property maintenance, renovation, or related trade
- Knowledge and hands-on experience with HVAC systems, plumbing, electrical, carpentry, and general construction
- Understanding of fire safety and building codes/regulations
- Ability to use maintenance and inspection tools and safely operate power tools
- Strong communication skills and ability to work professionally with tenants and staff
- Comfortable using digital tools, apps, or databases to track work and generate reports
- Ability to work independently with minimal supervision and manage time effectively
- Valid Class G Driver’s License and access to a reliable vehicle
- WHMIS, First Aid, or Health & Safety training considered an asset

- Ability to lift and carry heavy equipment/materials and work in various weather conditions

WORKING CONDITIONS

- Work is performed both indoors and outdoors in varying weather conditions (heat, cold, rain, snow).
- May be required to enter homes with animals, strong odours, or hazardous conditions (e.g., mould, hoarding).
- Will occasionally be required to wear personal protective equipment (PPE) such as gloves, masks, and safety goggles.
- Physical demands include lifting, bending, standing for long periods, climbing ladders, and working in confined or elevated spaces.
- May be required to respond to emergency calls outside regular working hours.
- Regular travel within the community is required.
- Interactions may involve sensitive or difficult conversations; professionalism and confidentiality are required.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

DEADLINE DATE: Friday, June 13, 2025 @ 4:00 p.m.
(*No Late Applications Accepted*)
Only qualified applicants will be contacted for an interview.

Successful candidate will be asked to provide a current Vulnerable Sector &Criminal Record Check

Please submit a cover letter, resume, and list of three current references to either:

Office: Housing Manager, 519.797.2781 ext. 1110
By E-Mail: Jon.vanOostveen@saugeen.org
By Mail: 6 Cameron Drive, Southampton, ON N0H 2L0