



# **PEERLESS TROUT FIRST NATION**

## **Employment Opportunity**

### **Maintenance Coordinator**

#### **Loonskin Bay Cultural Camp**

#### **Full-time Position**

#### **Peerless Lake, Alberta**

*Peerless Trout First Nation is strong, transparent, and accountable. We continue to grow and are prosperous through innovation, partnerships, and the creation of successful economic opportunities while protecting our cultural values, lands, and Treaty Rights. We will provide a safe and healthy environment for our members to thrive and to assist in developing our future generations. Peerless Trout First Nation is located 68 kilometers northeast of Red Earth, Alberta.*

Reporting to the Loonskin Bay Cultural Camp General Manager, the **Maintenance Coordinator** is responsible for implementing the Cultural Camp's maintenance plan, performing maintenance inspections and maintenance work, adhering to all relevant safety rules and policies, and responding to emergency maintenance requests.

**Mentorship and training will be provided for the right candidate providing that they are comfortable working outdoors in various weather conditions and are able to lift forty pounds.**

Typical working hours will be 8:30 am to 4:30 pm Monday to Friday, however working hours may vary and include evenings and weekends based on operational needs.

#### **KEY RESPONSIBILITIES:**

- Implement the Cultural Camp's maintenance plan, including preventative maintenance schedules and routine inspections to minimize downtime and address potential issues proactively.
- Maintain accurate records of maintenance activities, work orders, repairs performed, and equipment history.
- Oversee and coordinate maintenance and repair activities for various systems, equipment, and facilities. Diagnoses complex issues, determines appropriate solutions, and ensures timely resolution.
- Ensure all maintenance activities are conducted in compliance with safety regulations, building codes, relevant laws, and industry standards. Identifies and addresses potential safety hazards promptly and evaluates health and safety.
- Respond to emergency maintenance requests promptly and takes appropriate action to mitigate the issue.
- Provide weekly updates to the General Manager regarding the performance of the maintenance department (challenges, needs, and completed work).
- Maintain an organized inventory of tools, equipment, and spare parts required for maintenance tasks and provides recommendations to the General Manager for the purchase of necessary supplies for replacement and evergreening purposes.
- Coordinate with external contractors and vendors for specialized repairs or projects. Oversees their work to ensure quality and adherence to project timelines.

#### **QUALIFICATIONS**

- Basic understanding of HVAC, electrical, plumbing, and carpentry concepts.
- 2+ years related maintenance experience.
- Ability to diagnose issues and determine effective solutions for repairs and maintenance.
- Efficient in prioritizing and managing tasks to ensure timely completion of maintenance requests.
- Knowledge of and adherence to safety procedures and regulations while performing maintenance tasks.
- Must display a professional demeanor, possess effective conflict resolution skills, and be a good communicator.
- Skilled in using various hand and power tools safely and effectively.
- Entrepreneurial spirit and willingness to grow within the Nation.
- Must live within Peerless Lake or Trout Lake.
- Willing to provide a copy of your class 5 driver's license and a current driver's abstract.

- Willing to provide an RCMP Police Information Check as requested for review every 12 months.

Please submit a cover letter and resume citing ***Maintenance Coordinator, Loonskin Bay Cultural Camp*** in the email subject line to: [Hr@ptfn.net](mailto:Hr@ptfn.net).

**We thank all candidates for their interest, however only qualified candidates selected for an interview will be contacted.**

**Deadline: March 14, 2025**