



PEERLESS TROUT FIRST NATION

Employment Opportunity

Housing Maintenance Worker

PTFN Housing Department

Permanent 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.

Are you looking for a great job where you get to put your general housing repair and maintenance skills into practice so that Peerless Trout First Nation's community members are living in a safe and comfortable environment?

Peerless Trout First Nation (PTFN) is seeking a dedicated, organized, and detail-oriented **Housing Maintenance Worker** to assist with the upkeep and maintenance needs of PTFN's housing properties. The Housing Maintenance Worker performs maintenance and repairs for PTFN owned buildings, grounds, and equipment in one or more areas such as electrical, plumbing, painting, and grounds-keeping. This position conducts preventative maintenance repairs for buildings, equipment and grounds after inspecting premises and assessing needs.

KEY RESPONSIBILITIES:

- Ensure that all buildings and equipment meet safety, security, and fire regulations.
- Provide superior customer service and communication to all clients and maintains professional conduct while working in client residences.
- Perform basic carpentry, electrical (replacing plugs), painting (repairing drywall), mechanical (appliance repairs) and plumbing maintenance (replacing sinks and toilets) and flooring repairs (linoleum, carpet).
- Clean external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels, and other equipment to remove dirt, leaves, snow and other refuse.
- Collect and remove garbage and recyclable materials and ensure the safe disposal of hazardous waste.
- Provide regular status updates to the Housing Clerk so that maintenance logs are kept up to date.
- Drive off-site to pick up materials and supplies, as well as using dollies/carts for moving equipment, furniture, and supplies.

QUALIFICATIONS:

- Grade 10, plus related vocational training such as courses in building maintenance/carpentry/electrician.
- Minimum of two (2) years related experience.
- Excellent customer service skills, with the ability to effectively communicate with co-workers, contractors, and customers in a professional manner.
- The ability to work well as a team member.
- The ability to speak and understand Cree.
- Must reside in a PTFN community.
- Ability to drive a PTFN company vehicle: must provide a copy of a Class 5 Alberta driver's license and a current driver's abstract.
- The ability to provide a clear RCMP Police Information Record Check and a clear Vulnerable Sector Check upon hire and every 12 months after as requested.

Please submit a cover letter and resume citing ***Housing Maintenance Worker*** in the email subject line to: Hr@ptfn.net.

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

Deadline: March 31, 2025, at 12:00 pm