

Building Superintendent

Nimkii-Naabkawagan Family Crisis Shelter

6 Month Contract- Part-time 20 hrs/week

Batchewana First Nation

Range: \$22.85-\$25.50

Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the north-eastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadjiwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and everyday.

Position Summary

The Building Superintendent will perform routine and extensive grounds keeping and building maintenance duties at the shelter and other work areas, as may be required. The Building Superintendent will apprise the Executive Director of any recommendations regarding necessary improvements needed for optimal use of existing spaces or functions within, or outside of the building. The Building Superintendent will serve as a liaison between staff with respect to safety information and protocols.

Key Duties & Responsibilities

- Performs inspections of the indoor and outdoor physical environment to identify potential safety hazards that require attention and maintenance through observation, as well as by consulting staff.
- Resolves minor problems to address safety hazards by performing repairs such as fixing holes in the wall, fixing small appliances and changing lights.
- Maintains sanitary atmosphere to prevent unsafe exposure to potentially harmful contaminations to the clients by performing tasks such as sanitization of high traffic areas, washing floors and garbage removal.
- Maintains aesthetic appearance of the building and grounds so that the physical environment for the clients is welcoming and clean, by performing up keeping tasks such as grass cutting, painting and snow removal.
- Performs preventative maintenance to ensure building sustainability by scheduling the servicing and monitoring of building systems such as furnace, the driveway, and pest control.
- Other related duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- High school Diploma or GED
- Minimum of one year of grounds and building maintenance experience

KNOWLEDGE, SKILLS & ABILITIES:

- Basic carpentry skills
- Knowledge of grounds keeping equipment and indoor cleaning equipment
- Ability to assess problems in a fast-paced environment and address the issues using sound decision making with minimal supervision
- Proficient verbal and written skills
- Ability to communicate and negotiate with service providers and contractors
- Possess a basic understanding of the mandate of the shelter and the VAW sector
- Knowledgeable about the culture and the significant characteristics of the social structure and relevant human services needs of Batchewana First Nation.

CONDITIONS OF EMPLOYMENT

- Favorable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC).
- Valid G Driver's License and/or access to a reliable vehicle.

How to Apply & Deadline: Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Building Superintendent

ALL APPLICATIONS MUST BE RECEIVED BY May 17, 2024 AT 12:00 PM (Noon).

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

Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding inherent obligations.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.