



COUNCIL OF THE CREE NATION OF MISTISSINI
ISAAC SHECAPIO SR. ADMINISTRATION BUILDING
187 Main, Mistissini, (Québec) G0W 1C0

Tel.: (418) 923-3461 / Fax: (418) 923-3115

**E-MAIL: legislative@mistissini.ca
administration@mistissini.ca**

J O B O P P O R T U N I T Y

TITLE: Accelerated Maintenance Technician - 2 employees

DURATION: 26 weeks

Under the general direction of the Council of the Cree Nation of Mistissini and the Director of Miichuwaap, but more specifically under the supervision of the Housing Maintenance Coordinator, the Accelerated Maintenance Technician shall be responsible in the implementation of the Accelerated Maintenance Program

CHARACTERISTIC FUNCTIONS:

- Maintains positive communication and interpersonal skills at all times and be able to maintain positive with co-workers, supervisors and all members of the general public
- Provide information, education to tenants and occupants on the need of being maintenance responsible according the Residential Tenancy Agreement
- Provide training to tenants and occupants on the proper use of all housing mechanical and ventilation systems.
- Assess and inspect all mechanical ventilation systems (Air exchanger, kitchen and bathroom fans) to ensure all are in good condition and
- Ensures that all housing safety features such as fire / smoke detectors and fire extinguishers are good condition and proper functional; that all tenants and occupants are aware of their responsibility.
- Performs basic maintenance works on carpentry both internal and external of the residential unit; Repairing and patching roofs, minor plastering and painting of walls, repairing or replacing flooring material, windows, doors, stairs and railings
- Identify, assesses and preventive works needed, fix and correct plumbing faults, repairing flush valve, sink faucets, toilets inaccuracies, water line leaks within the unit.
- Execute basic electrical works and components of the unit when needed; to make sure of the electrical issues are corrected and functional proper

- In collaboration with the Maintenance Coordinator assess work orders and completes preventive works under his responsibility and also provides information needed on material required to complete the works.
- While on field assignments; if he encounters another problem, he is expected to fix the problem immediately without delay. If the problem is major, he MUST report to the Supervisor or the Maintenance Coordinator.
- Performs other related duties from time to time as deemed necessary

QUALIFICATIONS:

- Completion of Northern Building Maintenance Course
- Completion of Carpentry Course
- 2 years experience in housing maintenance on social housing
- Must possess excellent communication and written skill
- Must have minimum computer skill, word and excel
- Must possess driver's license class 5
- Ability to work with minimal supervision

SALARY RANGE: \$875.00/WEEK

DATE OF POSTING: April 11, 2018

CLOSING DATE: April 25, 2018

PLEASE ADDRESS ALL APPLICATIONS TO:

Andrew Neeposh
 Director of Human Resources
 Cree Nation of Mistissini
 187 Main Street
 Mistissini, Qc G0W 1C0

**ALL APPLICATIONS MUST PROVIDE CERTIFICATES,
 DIPLOMAS AND TWO REFERENCE LETTERS.**

Applications are to be forwarded to Cynthia Longchap, Interim Administrative Assistant to HR
 or email administrativeassistanthr@mistissini.ca