



# Beausoleil First Nation Human Resources

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## EMPLOYMENT OPPORTUNITY Equipment Maintenance Coordinator

Posting Date:	January 5, 2026	Salary:	\$25.00/hr
Classification:	Permanent	Closing Date:	January 19, 2026
Supervisor:	Dawn Smith Bruce Marsden	Vacancy Status:	New role
Hours of Work:	35 hours/week		

### Overview

Beausoleil First Nation is seeking a reliable and mechanically experienced Equipment Maintenance Coordinator to organize and support the maintenance of the community’s vehicles, heavy equipment, and machinery. This role coordinates preventative maintenance, safety inspections, service schedules, and emergency repairs. The ideal candidate understands mechanical systems and enjoys keeping equipment safe, reliable, and ready for use.

### Key Responsibilities Include:

- Coordinate maintenance schedules for all BFN equipment and vehicles.
- Assist with or lead on repairs and adjustments when within skill level.
- Track maintenance logs, inspections, service history, and upcoming needs.
- Support safety checks and ensure compliance with health and safety requirements.
- Identify mechanical issues and assist with determining repair priorities.
- Coordinate emergency repairs and routine service with operators and managers.
- Gather quotes and communicate with suppliers and service providers.
- Maintain parts, supplies, and equipment inventory.
- Support winterization, seasonal prep, and operational readiness.
- Promote safe and responsible use of equipment across departments.

### Required Qualifications

- Completion of high school.
- Hands on mechanical experience with engines, vehicles, or heavy equipment.
- Knowledge of preventative maintenance and repair practices.
- Strong coordination, record keeping, and communication skills.
- Ability to work independently and outdoors in all weather.
- Valid Driver’s License and clean abstract.

### Preferred Qualifications

- Experience with heavy equipment, trucks, trailers, or municipal style machinery.
- Experience coordinating maintenance schedules or fleet operations.
- Welding or fabrication experience is an asset.
- Relevant college qualifications and/or trades certification an asset.

### How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Two recent employment related reference contacts

Email applications are preferred: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca) Alternatively, drop off at the Beausoleil First Nation Administration Building.

**Accessibility:** BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

**AI Use:** AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.