



Beausoleil First Nation Human Resources

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Christian Island, Ontario
L9M 0A9

(705) 247-2051 Fax: (705) 247-2239 Email: jobs@chimnissing.ca

EMPLOYMENT OPPORTUNITY

The Beausoleil First Nation Housing Department is seeking to hire an enthusiastic individual who is responsible for providing technical support to the Housing Department. Persons of Indigenous decent preferred.

Posting Date:	March 19, 2025
Job title	Maintenance and Site Supervisor
Classification	Permanent full-time
Supervisor:	Housing Manager
Functional Supervisor:	Director of Capital and Public Works
Salary:	25.00 per hour to start
Closing date:	March 31, 2025

Qualifications:

- Must have strong interpersonal and customer service skills
- Must have strong written, verbal and communication skills
- Must be computer literate
- General Carpenter's Certificate – Red Seal
- Post secondary education would be an asset
- Minimum Five (5) year experience in related field
- First Aid/CPR and/or willing to take
- Willing to provide a CPIC and VSS
- Must be familiar with the facet of new construction, maintenance, renovations and housing related aspects
- Ability to work in high stress environment
- Ability to maintain a high level of confidentiality
- A valid driver's license and reliable transportation
- Must be willing to travel

Duties and Responsibilities:

1. Administrative:

- Prepare material lists and obtain quotes from local suppliers
- Assist in coordination of work schedules (renovations and new construction)
- Perform technical specification writing for renovation work
- Address concerns of crews, sub-trades and suppliers
- Adhere to applicable governing bodies and applicable laws such as Health & Safety, WSIB, Ontario Building Code.

2. Technical and Field:

- Must be able to read blue prints
- Must have experience and be able to stake out lots for clearing and excavation (for new construction)
- Perform unit inspections at First Nation owned rentals
- Provide on-site supervision for all repairs and renovation work on First Nation rentals
- Responds to maintenance requests and emergencies

Hours of Work

40 hours per week

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building or submitted by email to jobs@chimnissing.ca. Attn: H/R Mgr. Application packages must be sealed and consist of the following: **Cover letter, resume, pertinent certificates**, and the name and contact information and reference(s). Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable; however, applicants selected for an interview must present the original application package upon the interview date. We thank all those who apply; however, only those selected for an interview and selected for the job will be contacted.