



Youth Employment Opportunity

Job Title: Maintenance Assistant
Department: Housing & Facilities
Reports to: Director of Building Construction & Renovations

This position is to provide maintenance-related work experience along with on the job training to an out of school and unemployed “youth” between the ages of 15-30.

Responsibilities & Duties:

- Troubleshoot and repair where accessible all electrical, HVAC, plumbing and carpentry in Membertou’s residential housing.
- Direct inspection of major repairs and related equipment.
- Provide all the necessary support to the management team while promoting teamwork, cooperation and communication.
- Inventory and maintain all maintenance related equipment, including repairs, upgrades and adjustments.
- Record and update data related to maintenance, maintenance schedules and manuals.
- Must be courteous and professional.
- Adhere to Band Policies & Procedures.
- Adhere to the All Building Fire Procedures and evacuation plans.
- Adhere to all Health and Safety rules and regulations.
- Maintain positive relationships with Membertou’s Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou’s Quality Management System as it relates to job related duties and/or department.
- Other departmental related duties are required by the Director.

Qualifications:

- Must be a Membertou Band Member
- Must be between ages of 15-30 yrs. old
- Candidate cannot be attending school
- Unemployed
- Not in receipt of Employment Insurance (EI) benefits

Resume and cover letter/Applications can be submitted to:

Membertou Human Resources Department
Attention: Troy Paul
111 Membertou Street
Membertou, NS B1S2M9

Or via email to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: September 27th, 2019 at 4:30PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.