



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Building Maintenance Supervisor

Location: Sarnia, ON

Duration: Permanent, Full-time

Posting Closes/Deadline: July 11th, 2025

Tentative Interview Dates: July 17th, 2025

Position Summary

The Building Maintenance Supervisor is responsible for providing routine and preventative maintenance to identified Aamjiwnaang First Nation Band Buildings and Property and ensuring the execution of high-quality services in alignment with the policies and procedures established by the First Nation Council. The Building Maintenance Supervisor provides supervision to direct reports, including the cleaning team. The Supervisor is responsible for supporting coordination of warm, welcoming, and inclusive building maintenance services, while working with and supporting individuals, families, and connecting with the Aamjiwnaang community.

Responsibilities

Building Maintenance Service Delivery

- Deliver and execute high-quality building maintenance services in alignment with legislative requirements and the Community Service Program standards
- Supervise and support the implementation of building and property maintenance, ensuring compliance with standards, regulations, and best practices
- Assist the Manager of Community Services with the development of new maintenance programs and proposals to meet identified community needs
- Liaise with partners, relevant agencies, professional associations, and other Community Services and programs as required
- Assist the Manager of Community Services in advocating for the public buildings, public spaces, and maintenance needs within the community
- Lead coordination of building and property maintenance and grounds keeping (excluding lawncare)
- Prioritize work orders, schedule repairs
- Conduct periodic inspections of all Band buildings
- Perform work order requests or coordinate work with contractor(s) as required
- Assist Engineering firm in creating Asset Conditioning Report
- Create scope of work for projects or repairs; collect repair quotes
- Promote a positive image of Building Maintenance to the public

People Management

- Provide supervision to building maintenance direct reports
- Supervise and support direct reports to ensure and foster wellbeing in a cooperative working environment in accordance with policies, procedures, and systems in place
- Ensure staff conduct themselves in a professional manner in dealing with Aamjiwnaang Band Members, staff, and the public
- Train and guide new team members on programs and services offered
- Provide guidance, coaching, support, and training and development opportunities while engaging direct reports in goal setting and performance evaluation
- Communicate performance expectations and goals while motivating staff; conduct performance conversations and providing professional development opportunities as required

- Coordinate all aspects of scheduling, including time off requests and ensuring adequate staffing coverage, including call-ins
- Work closely with department manager to hire, promote, discipline, or terminate direct reports
- Oversee new hires and onboarding process

Finance & Administration

- Ensure the effective utilization of program funding and resources, providing recommendations to department manager as needed
- Monitor and report on the program budget as required
- Maintain relevant and appropriate records
- Collect, record, and balance small cash transactions as required
- Attend appropriate workshops, seminars, and training sessions as required to remain current on topics of concern to your role and scope responsibility
- Attend management, Committee, Council, and community meetings as may be required

Health, Safety, & Compliance

- Ensure workplace health and safety by identifying prevention opportunities, ensuring staff are trained in incident reporting systems, investigating potential risk and accidents, and applying timely corrective measures
- Adhere to relevant legislation, policies, and procedures
- Maintain a safe, healthy, and welcoming environment for the community and staff

Knowledge, Skills and Abilities

- Thorough knowledge of First Nations Community Services initiatives/services and how that impacts the AFN community
- Knowledge of the First Nations bylaws, politics, and specific issues related to the early years program
- Knowledge of and ability to apply core First Nations values to coordinate culturally appropriate services
- Able to support the vision, purpose, and values of AFN
- Knowledge of relevant regulations and policies related to building and property maintenance
- Knowledge and understanding of the opportunities, barriers, and challenges that impact individuals, families, and the community
- Effective supervisory, mentoring, and delegation skills
- Proficient skill with ability to train on all associated software, programs, etc.
- Able to communicate effectively using oral, written, visual and non-verbal communication skills
- Well-developed interpersonal skills; strong interest in the provision of building maintenance services
- Able to navigate difficult, tense, or emotional situations
- Problem-solving with ongoing accumulation of knowledge or expertise to deal with problems anticipated or encountered
- Demonstrated organizational and analytical skills with the ability to make informed decisions and take initiative with self-direction and follow through

Minimum Requirements

- Certificate/diploma with specialized training in a recognized community college or program in an associated field
- 3 to 5 years experience providing building or property maintenance services or related
- Experience with staff supervision an asset
- 3 to 5 years of experience (work or lived) in First Nations, understanding the needs, challenges, and political environment
- A clear Criminal Record Check and Vulnerable Sector Check
- A valid drivers license and access to a vehicle
- CPR/First Aid Certification is required
- De-escalation, mental health first aid, or related crisis management training considered an asset

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Ashley Fisher, Human Resources Officer
Or
humanresource@aamjiwnaang.ca
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca