



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Maintenance Lead

Location: Sarnia, ON

Duration: Permanent, Full-Time

Posting Closes/Deadline: September 28th, 2026

Tentative Interview Dates: October 1st/2nd, 2026

Purpose of the Position

The Maintenance Lead is responsible for overall maintenance required at the Maawn Doosh Gumig Community Centre. The Maintenance Lead will oversee Maintenance staff, ensure the buildings, equipment, and grounds are regularly maintained and safe for staff and visitors. Reports and works under the direction of the Community Services Coordinator.

Responsibilities

Building Maintenance Service Delivery:

- Ensure high-quality building maintenance services in alignment with ministry licensing requirements
- Prioritize and perform work orders, schedule repairs
- Coordinate work with contractor(s) as required
- Promote a positive image of buildings to the public
- Schedule preventative maintenance care schedules for all equipment in consultation with the Community Services Coordinator
- Conduct safety inspections on MDGCC equipment and repairs
- Assessing mechanical and/or electrical problems in equipment
- Perform routine maintenance, janitorial support, snow removal from sidewalks
- Basic assembly of furniture, shelves, etc.

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
- Adherent to relevant legislation, policies, and procedures
- Maintain a safe, healthy, and welcoming environment for visitors and staff

Knowledge, Skills, and Abilities

- Knowledge of First Nations bylaws, politics
- 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 to maintenance staff
- Proficient skill with ability to train on all associated software, programs, etc.
- Able to communicate effectively using oral, written, visual, and nonverbal communication skills
- Well-developed interpersonal skills; strong interest in the provision of building maintenance services
- 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

- High School Diploma or equivalent required
- 3 to 5 years of experience providing building or property maintenance services or related 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 required

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 with subject line: JOB APPLICATION – MAINTENANCE LEAD

Or

519-336-0382 fax