



**Native Addictions Council of Manitoba
EMPLOYMENT OPPORTUNITY**

June 15, 2022

Position Title: Maintenance Worker
Classification: Part-Time
Location: 160 Salter Street, Winnipeg, MB R2W 4K1
Salary: To be Negotiated – based on education and related experience.

Background: NACM Maintenance will provide support and services to the agency in the form of repairs, maintenance and working in conjunction with the custodian, night mentors, security guards and any onsite contractors. The Maintenance will ensure proper functioning of all grounds, furnishing, equipment and/or property of NACM.

It is the responsibility of the Maintenance to ensure the safety of all employees in the agency through the upkeep of appropriate premises and property of the agency, recommend appropriate strategies to management team and contribute to the on-going environmental/physical planning of the agency. The Maintenance will also be responsible to write reports as required by the Executive Director.

Main Job Tasks and Responsibilities

Manage the building and Property by:

- Conducting assessments for safety and potential hazards, reporting any risks to the Executive Director
- Maintain the disaster room appropriately
- Keep grounds of the NACM clean and neat by raking, cleaning up garbage, mowing, trimming trees, plants and lawn
- Sweep sidewalks, approaches to exits, entrances, doorways and steps
- Complete minor repairs to the outside of NACM building, fence railings, pipes and tanks as Finance permits
- Clear snow and ice off walkways, approaches to exits/fire exits, entrance doorways and steps
- Clear south entrance parking lot in the winter to allow for wheelchair access
- Keep roof clear of snow, leaves/dirt to ensure water drains properly
- Keep eavestroughs clear and replace if needed
- Clean and replace light fixtures including exit lights, bulbs, fluorescent tubes if necessary
- Check chemical for heating system, replacing light switch receptacles, fuses, breakers, hot water heater elements, stove elements, etc.
- Plaster, sand, and paint walls where required or upon request of the Executive Director
- Ensure to replace and glue tiles and baseboards in hallways, bathrooms as needed
- Complete any minor repairs to plumbing fixtures, heating systems, cabinets and molding

- Repair and maintain all grounds equipment and all appliances, ordering and obtaining the necessary material to conduct any repairs
- All repairs needed must be brought to the attention of the Executive Director prior to purchasing any tools necessary for repairs
- All other duties as assigned.

Education and Experience

- Grade 12 High School Diploma or equivalent
- Combination of relevant education and experience will be considered
- Knowledge of engineering, boiler systems, fire codes and building codes is considered an asset
- General knowledge of carpentry, plumbing, mechanical, electrical, painting, varnishing and plastering would be considered an asset
- Class 5 Driver's License
- 2 years of sobriety and substance free lifestyle
- Criminal record/vulnerable sector check, child & adult abuse registry checks
- All other maintenance duties as assigned

Key Competencies

- Effective communication skills with individuals at all levels of the organization
- Understanding of Indigenous customs, experiences, traditions, and values
- Ability to lift, grasp, carry or transport goods weighing up to 100lbs
- Able to work with relatives in crisis that experience significant challenges, understanding of mental health challenges and addictions challenges.
- 2 years experience in Maintenance Field
- Ability to work efficiently as a part of a team, as well as independently
- Good judgement and decision-making ability
- Willingness to participate in culturally relevant programming as identified by NACM

If you would like to join our growing team of dedicated professionals as an **Maintenance Worker** please email your cover letter and resume by **4:00 p.m., June 29, 2022**

Apply in writing or email:
 Attn: Human Resources
 Native Addictions Council of Manitoba
 160 Salter Street
 Winnipeg, Manitoba R2W 4K1
 Fax: 204- 589-3921 or Email: HR@nacm.ca

NACM VALUES ACHIEVING EMPLOYMENT EQUITY AND LIVED EXPERIENCE therefore candidates are encouraged to indicate in their cover letter if they are of Indigenous ancestry. *We thank all applicants and advise that only those selected for further consideration will be contacted.*