



**JOB POSTING
HEAD CARETAKER
FULL-TIME INDEFINITE HIRE
MAINTENANCE
DEPARTMENT OF INFRASTRUCTURE, HOUSING AND
ENVIRONMENT**

**SALARY LEVEL: DS08 ST 3 \$55,953.32
DEADLINE TO APPLY: MARCH 18, 2024, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Sector Maintenance Manager, the incumbent is responsible for the supervision of subordinate staff, upkeep and maintenance of all assigned assets defined within or under the care of assigned sector program's assets.

This position is considered a roving/rotational position within the department and any of the assigned facilities we maintain. The incumbent will be required to transfer to other facilities within the Sector hired into to meet operational needs when the need may arise.

QUALIFICATIONS:

- Certificate in related trades field, e.g., Building Systems Maintenance Certificate, HVAC, Carpentry or Electrician with;
- Two (2) years supervisory experience

OR

- Two years post-secondary diploma in a relevant field with;
- Two (2) years supervisory experience and;
- Minimum two (2) years' experience in related trade work in building systems maintenance or building systems technician with knowledge in skilled trades and disciplines in a variety of fields to include but not limited to carpentry, plumbing, electrical, heating and construction.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment.

As a requirement of employment, all applicants must have a Canadian Social Insurance number.

An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0