



P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0

Tel: (705) 864-0784 ♦ Fax (705)864-1760

[reception@chapleaucree.ca](mailto:reception@chapleaucree.ca)

## ANTICIPATORY EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Public Works Maintenance Supervisor (Full-Time)</b>
<b>Location:</b>	The Chapleau Cree First Nation (CCFN) is a member of the Mushkegowuk Council and is situated on the Fox Lake Reserve, located just outside the community of Chapleau. The community is approximately four hours north of Sault Ste. Marie and two hours southwest of Timmins.
<b>Description:</b>	This position is for a maintenance supervisor for the Public Works department. All facets of public development maintenance, coordination of the Public Works team, their contractors, tradesmen, an active interest in joint health and safety, service all departments within Chapleau Cree, and other responsibilities not directly mentioned herein.
<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"><li>✓ Valid G driver's license.</li><li>✓ Valid D-Z driver's license.</li><li>✓ Heavy equipment experience.</li><li>✓ Ontario Secondary School Diploma or equivalent.</li><li>✓ 3-5 years Manager experience.</li><li>✓ Requirements of employment may include but not be limited to the successful candidate providing a clear CPIC.</li><li>✓ May require a medical as this position is physically demanding</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>✓ Must have the ability to prioritize workload, develop maintenance plans, develop work schedules, and budget preparation for the overall maintenance of CCFN Public Works departments.</li><li>✓ Must plan, direct, coordinate, administer, and supervise the day-to-day activities of staff working directly under their jurisdiction; Ensure their staff competently execute their duties; Take any disciplinary action as appropriate.</li><li>✓ Must be available for weekends and after-hours work, on call.</li><li>✓ Computer knowledge</li></ul>
<b>Duties/Responsibilities:</b>	<ul style="list-style-type: none"><li>✓ Maintain the heating, ventilation, water, septic, and fire protection systems in all Band buildings and to ensure that all systems are functioning at all times.</li><li>✓ Perform minor maintenance duties as required in order to maintain all Band buildings and equipment.</li><li>✓ Conduct and maintain a regular inventory of maintenance equipment and supplies and provide a list of any major supplies required to the Band Administrator.</li><li>✓ Conduct regular inspections of asset conditions and provide written reports to the Band Administrator.</li><li>✓ Ensure the maintenance of all roads and parking lots on the reserve for safe driving conditions.</li><li>✓ May be required to respond to emergency situations.</li><li>✓ Will be subjected to inclement weather conditions.</li></ul>
<b>Wage:</b>	To be negotiated
<b>Closing Date:</b>	Until Filled

**Individuals are invited to submit their application, résumé and three references to the following:**

Edith Larocque, Band Administrator  
Chapleau Cree First Nation  
P.O. Box 400  
Chapleau, ON P0M 1K0  
[bandadmin@chapleaucree.ca](mailto:bandadmin@chapleaucree.ca)

**We thank all applicants, but only those selected for an interview will be contacted.  
First Nation individuals and CCFN band members are encouraged to apply!**