



Sioux Valley Dakota Nation
Employment Opportunity
Building Maintenance Supervisor
Public Works
Full-time, Permanent

POSITION SUMMARY: The primary responsibility of the Building Maintenance Supervisor will be providing maintenance of Sioux Valley Dakota Nation band buildings, and grounds, in accordance to ensure the comfort and safety of patrons, staff and visitors. The Building Maintenance Supervisor will report to the Director of Infrastructure.

DUTIES INCLUDE:

- To establish and maintain a preventative maintenance program
- Knowledge of building codes and fire safety practises
- Develop a good working relationship with all employees and patrons
- Maintain the building and grounds within the budget
- Ensure the safekeeping if all equipment in buildings (ex. Band Hall tables/chairs etc.)
- Maintain confidentiality of all information pertaining to the SVDN Band buildings
- Responsible for the day-to-day maintenance and repair of the building and grounds; includes painting, eaves trough cleaning, snow removal etc.
- Determine the need for professional/technical assistance and services
- Must provide documentation on repairs needed and completed
- Assist other staff with heavy lifting ex. Furniture
- Set up and take down of the Veterans Hall during events
- Cleaning and maintenance of Veterans Hall before and after events
- Order of supplies for all band buildings as needed (Self Government, Wichozani etc.)
- Supervise any/all Maintenance personnel
- Order supplies as needed for each building
- Other duties as assigned

QUALIFICATIONS:

- Minimum Grade 12, G.E.D., or Mature Grade 12 Diploma
- Excellent verbal and written communication skills
- Ability to work independently and as a team member
- Valid drivers' license/access to a reliable vehicle
- Successful completion of Criminal Record Check and Vulnerable Sector Search & Child Abuse Registry Check, or proof of submission

Competition Number: 2022103

APPLICATION DEADLINE: OPEN UNTIL FILLED

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.