

Rainy River First Nations – Job Posting

MAINTENANCE ASSISTANT – APRIL 2026



Full-Time Permanent
Days, evenings, weekends
Please apply by April 24th, 2026

The Maintenance Assistant supports the Maintenance Supervisor in the operation and upkeep of all First Nation assets and facilities. This includes daily maintenance of community buildings such as the administration office, medical building, and gymnasium to ensure safety, functionality, and compliance with health standards.

Primary Accountabilities Include:

1. Community Buildings and Grounds

- Perform janitorial and maintenance duties for buildings and exterior grounds.
- Shovel and sand walkways and steps for all administration buildings.
- Mow lawn and maintain landscaping on community property as requested.
- Ensure adequate supplies and equipment are maintained and stored in each building.
- Replace light fixtures and perform minor repairs as needed.

2. Roads and Public Areas

- Monitor and inspect roads for health and safety compliance.
- Coordinate with contractors for street maintenance and repairs.
- Maintain public parking areas, including snow removal and grading.
- Responsible to pick up garbage and recycling and water delivery.

3. Rental Housing and Elders' Homes

- Advise tenants on proper maintenance and repair responsibilities.
- Repair tenant issues such as leaky sinks, toilets, or heating problems.
- Ensure all tenants have working faucets, toilets, heat, and smoke detectors.
- Maintain seniors' complex and Elders' homes, including snow removal and safe walkways.
- Ensure Elder's have access to drinking water.

4. General Duties

- Assist with funeral arrangements, including grave preparation and flag lowering/raising.
- Assist in planning and motivating community members for annual Spring cleanup.
- Ensure proper maintenance and storage of equipment and supplies.
- Complete purchase orders as needed and address issues with community members.

Position Requirements:

Communication/Interpersonal Skills

- Ability to work collaboratively as part of a team.
- Strong communication skills for interacting with community members and staff.
- Ability to promote positive relationships with community members.

Problem Solving & Judgement

- Analyze and resolve maintenance issues effectively.
- Plan and implement corrective actions with minimal supervision.
- Prioritize tasks during emergencies or extreme weather conditions.

Knowledge, Skills, and Abilities

- High school diploma or equivalent.
- 0-2 years experience in maintenance, construction, or related fields.
- Knowledge of water treatment plant operations and maintenance.
- Basic plumbing, electrical, carpentry, and mechanical skills.
- Familiarity with WHMIS, health and safety regulations, and construction standards.
- Understanding of Rainy River First Nation operations and infrastructure.
- Ability to coordinate, provide, analyze, and manage essential services (water, garbage, heating).
- Ability to work evenings and weekends, including on-call situations.

Perks & Benefits

As a valued team member, you will be eligible for:

- 2 weeks' paid vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications with cover letter and current resume to: hr@manitourapids.ca by **April 24th, 2026**.

2025-2028

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

