Employment Opportunity – Housing General Labourer

Netmizaaggamig Nishnaabeg is seeking a reliable, motivated, and hardworking individual to join our Housing Department as a General Labourer. The successful candidate will assist with the maintenance, repair, and renovation of community housing units. A major responsibility of this position is completing assigned housing maintenance work orders and ensuring all work is properly documented and reported. Netmizaaggamig Nishnaabeg offers competitive salary packages, an incredible work environment, and career advancement opportunities. The successful candidate must demonstrate reliability, accountability, good time management, and a commitment to completing assigned tasks.

Qualifications

Required:

- Willingness to perform physical labour and work outdoors in various weather conditions.
- Valid Ontario Class G driver's licence with an acceptable driving record.
- Ability to follow instructions and work independently or as part of a team.
- Ability to complete basic work-order documentation accurately and on time.
- Reliable attendance, punctuality, and good organizational skills.
- Basic familiarity with hand tools or willingness to learn.
- Commitment to workplace safety and respectful treatment of community members.

Assets:

- Previous experience in construction, renovation, or building maintenance.
- Basic carpentry, painting, drywall, or flooring skills.
- Experience using maintenance work-order systems.
- WHMIS or First Aid certification.
- Experience working within a First Nation community.

Key Responsibilities

- Complete assigned housing maintenance and repair work orders within established timelines.
- Accurately document work performed, labour hours, materials used, and outstanding repairs.
- Submit daily work-order updates and completed documentation to the supervisor.
- Report delays, incomplete work, and additional maintenance requirements.
- Assist with general housing repairs, painting, drywall, carpentry, and minor maintenance tasks within demonstrated competence.
- Support residential renovation and construction projects.
- Assist with preparing vacant housing units for occupancy.
- Load, unload, and move construction materials and supplies that could weight up to 50lbs
- Maintain clean and safe work areas.
- Assist skilled tradespeople and contractors when required.
- Assist with seasonal property and grounds maintenance.
- Follow workplace health and safety procedures.
- Perform other related duties as assigned.

Performance Expectations

The successful candidate will be expected to:

- Maintain a good attendance record.
- Demonstrate respect for employees, community members, contractors, and leadership.
- Complete assigned maintenance work orders efficiently and safely.
- Maintain accurate documentation for every assigned work order.
- Submit daily updates on completed and outstanding work.
- Demonstrate accountability for assigned responsibilities.
- Contribute to reducing the Housing Department's maintenance backlog.

Work-order completion, documentation accuracy, and daily reporting will be key measures of employee performance.

What We Offer.

- Opportunity for full-time employment.
- Opportunities to develop practical construction and maintenance skills.
- On-the-job training and supervision.
- A supportive team environment.
- An opportunity to make a meaningful contribution to community housing.

The employees of Netmizaaggamig Nishnaabeg are expected to be examples of healthy and positive living, and as such, any offer of employment would be conditional on the candidate providing a satisfactory drug screening test and CPIC / Vulnerable Persons check.

Closing Date: Open until filled

Please send a cover letter and resume to:

Vicki Desmoulin
Interim Housing Manager
Email: vicki.desmoulin@picmobert.ca

We thank you for your application; however, only those selected for an interview will be contacted.