

Maintenance Worker

Job Ad # 100-26-012

Position Overview

The Maintenance Worker will be the first point of contact for all minor repairs and maintenance at all nine (9) MFNERC offices and respond to requests in a timely manner. The Maintenance Worker will adjust and assist in office furniture arrangements as needed and will be in charge of keeping order of all storage facilities. The Maintenance Worker is responsible for keeping all office' garbage and recycling areas clean and will replace cigarette receptacles on a bi-weekly basis, as well as ensuring all office entrances are safe and clear of ice/snow. The Maintenance Worker will replace water coolers as needed and receive office supply restock. The Maintenance Worker will report any major concerns to their supervisor, the Office Administrator.

Qualifications, Education & Experience

- Minimum of a high school diploma or equivalent combination of education and experience may be considered;
- Must possess at the time of application a valid Class 5 Drivers' License and a reliable vehicle (preferably a pickup truck);
- Satisfactory Drivers' Abstract;
- Demonstrated interpersonal and communication skills;
- Ability to work in a team setting or individual basis;
- Must be able to lift heavy materials/objects and/or transporting office items/furniture;
- Must have experience using various hand and power tools;
- Must provide clearance of a Satisfactory Criminal Record Check and Child Abuse Registry Checks within 6 weeks of employment;
- Ability to speak a First Nation language would be considered an asset; and
- Demonstrated respect for First Nations' history, knowledge, languages and cultures.

To Apply; send your resume, cover letter and (3) professional references to:

employment@mfnerc.com | Fax: 204.942.2490

Deadline: Monday November 9, 2026 at 4:00 pm

Preference will be given to qualified First Nations applicants and are asked to self-declare on application. All applicants must be entitled to work in Canada. Please visit our website www.mfnerc.org or scan QR code for complete MFNERC Employment Listing:

