



**Piapot  
First Nation**

General Delivery  
Zehner, SK S0G 5K0  
Ph: 306.781.4848  
Fax. 306. 781-4853  
[piapotnation.com](http://piapotnation.com)

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## **Housing Maintenance Worker**

### **About Piapot First Nation**

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

### **Job Summary:**

Reporting to the Housing Manager, the Housing Maintenance Worker is responsible for performing maintenance and repairs to all band-owned housing units in the community. This is in accordance with the department's mandate set out by the Chief and Council which is to ensure all band assets are maintained to the highest standards.

### **Responsibilities will include, but not limited to:**

- Take direction from the Housing Manager
- Attend housing related maintenance calls and complete any work orders as required (i.e. unclogging toilets, boarding windows, minor repair work)
- Complete minor repairs in housing units as identified in unit inspections with authorization. Report back any work that must be completed by a tradesperson such as electrician or plumber for authorization by the Housing Manager
- Complete move-in/move-out/unit condition inspections and complete required inspection form
- Attend Inspections with Tribal Council Inspector for new construction and renovations
- Deliver correspondence on behalf of Housing Department to tenants/occupants
- Review regularly, comply and follow the Housing Policy and any related policies and procedures as directed by the Housing Manager
- Provide information, and assist community members with questions, tenant applications and repair requests
- Complete the required documentation to maintain the department's records for repairs and maintenance, etc.
- Pay close attention to detail with safety being a priority at all times
- Have an understanding of good client relations
- Assist with cleaning and preparing units for move-ins
- Loading and delivering materials and appliances



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- Removing debris from sites and using a variety of tools and machines such as power drills, levels, lifts, saws, grinders, pressure washers, etc.
- Other duties as assigned from immediate supervisor – Housing Manager

### **Knowledge, Skills & Competencies:**

The incumbent must have the following:

- A minimum Grade 12, or an equivalent combination of experience and training.
- WHMIS and TDG training.
- Must be willing to travel and possess a valid driver's license, reliable vehicle, and provide a drivers abstract.
- The Housing Maintenance Worker must have previous work experience in performing household repairs and maintenance.

**DEADLINE: Tuesday, September 19<sup>th</sup>, 2023, @ 4:30 PM**

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

**Email: [hr@piapotnation.com](mailto:hr@piapotnation.com)**

ATTENTION: Human Resources  
Piapot First Nation  
General Delivery, Zehner SK S0G 1K0

*We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.*