



1 RIVERSIDE DRIVE  
CHISASIBI, QUEBEC  
BOX 150, J0M 1E0

(819) 855-2878  
[www.chisasibi.ca](http://www.chisasibi.ca)

## **JOB OPPORTUNITY**

**TITLE:** MAINTENANCE LABOURER – PUBLIC BUILDINGS (CONTRACT POSITION)

**CORE FUNCTION:** Under the direct supervision of the Director of Public Works, but more specifically, the Public Building Maintenance Supervisor, the Maintenance Labourer assists personnel, including electricians, plumbers, and carpenters in the maintenance, repair, and upkeep of public buildings, facilities, grounds, and infrastructure. He/she performs general labour duties, transports materials and equipment, maintains safe and clean work areas, and assists with seasonal maintenance activities to ensure municipal facilities remain safe, functional, and well maintained.

### **MAIN DUTIES:**

- Assist electricians, plumbers, carpenters, and maintenance personnel with daily maintenance and repair activities.
- Load, unload, move, and organize materials, tools, equipment, and supplies.
- Prepare work sites and assist in setting up equipment and materials required for maintenance projects.
- Perform general labour duties in support of building maintenance, repair, and construction activities.
- Assist with minor repairs and maintenance tasks as directed by supervisors or skilled trades personnel.
- Maintain a safe and organized work environment at all times.
- Assist in maintaining public buildings, offices, recreational facilities, and other community infrastructure.
- Perform routine cleaning and upkeep of buildings, grounds, and public areas.
- Remove debris, garbage, and other materials from work sites and facilities.
- Conduct basic inspections and report maintenance issues, hazards, or deficiencies to supervisors.
- Transport and deliver materials, supplies, tools, and equipment to various work sites.
- Assist with receiving, storing, and inventorying maintenance supplies and materials.



- Operate vehicles and equipment as authorized and in accordance with safety procedures.
- Maintain outdoor spaces and landscaping areas.
- Maintain parks, and other public areas.
- Perform snow removal from entrances, and public areas.
- Apply sand and salt building entrances to ensure safe conditions.
- Respond to maintenance requests, service calls, and emergencies as directed.
- Provide assistance during community events, emergencies, and special projects.
- Be available to work overtime, evenings, weekends, or call-outs when required.
- Follow all workplace health and safety regulations, policies, and procedures.
- Report accidents, incidents, unsafe conditions, and equipment defects immediately.
- Participate in safety meetings and training sessions as required.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Occasionally may be required to work on other buildings not owned by Cree Nation of Chisasibi
- Perform all other related duties as requested by immediate supervisor.

## **REQUIREMENTS:**

### **Education**

- Secondary School Diploma or relevant training in building maintenance, construction, or a related field is considered an asset.
- Experience in general labour, building maintenance, construction, grounds maintenance, or a related field is preferred.



### **Knowledge, Skills and Abilities**

- Ability to perform physically demanding work, including heavy lifting and manual labour.
- Basic knowledge of building maintenance and construction practices.
- Ability to safely operate hand tools, power tools, and maintenance equipment.
- Ability to follow instructions and work effectively as part of a team.
- Good organizational and time-management skills.
- Ability to work outdoors in various weather conditions.

### **Additional Requirements**

- Valid Class 5 Driver's Licence.
- Ability to obtain and maintain any required certifications.
- Ability to work flexible hours, including evenings, weekends, and emergency call-outs when required.

### **EMPLOYMENT CONDITIONS:**

- Work is performed in public buildings, mechanical rooms, crawl spaces, rooftops, and outdoor environments.
- Exposure to varying weather conditions, noise, dust, sewage systems, chemicals, and other workplace hazards.
- Contract position
- 40 hours per week

### **SALARY SCALE:**

- \$49,441.60 minimum to \$73,507.20 maximum annually – depending on experience and qualifications

**For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.**



**Please note:** when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer  
Director of Human Resources  
Cree Nation of Chisasibi  
P.O. Box 150  
Chisasibi, Quebec  
J0M 1E0

Or via email to: [jobposting@chisasibi.ca](mailto:jobposting@chisasibi.ca)

Posting Date: August 26, 2026  
End of Posting: September 9, 2026

**\*APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM\***