



S.A.Y. LANDS OFFICE

www.saylandsoffice.ca

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner that promotes safety, environmental protection, and sustainability. Our employees enjoy being a part of a positive environment of communities with strong leaders and committed community members.

MAINTENANCE -SUMMER STUDENT

Summer Student Position, 8 weeks (July 5-August 26)

Wage: \$ 15.65/hour

The S.A.Y. Lands Office manages lands on behalf of Skowkale, Aitchelitz and Yakwekwioose First Nations. Employee is responsible for supporting the village maintenance functions of Aitchelitz First Nation, Yakwekwioose First Nation, and Skowkale First Nation. Employee works independently or as a part of a team and is expected to develop and maintain positive working relationships with leadership, other staff and community members.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Grounds keeping tasks, such as lawn mowing, raking, clipping, leaf blowing, weed-eating, spraying
- Pressure washing
- Gutter cleaning
- Minor maintenance duties
- Janitorial duties such as sweeping, mopping, window washing, dusting, sanitizing
- Water/sewer service monitoring

KNOWLEDGE AND SKILLS REQUIRED:

- Experience working with First Nation communities or equivalent experience
- Good oral and written skills
- Ability to work as a team member
- Good organizational skills and initiative
- Knowledge of small equipment use, or willing to learn

PERFORMANCE COMPETENCIES AND CRITERIA:

- Demonstrates ability to work effectively under pressure
- Demonstrates good written and oral communication skills
- Demonstrates ability to work collaboratively with others
- Demonstrates ability to engage with the community and community members in a constructive and respectful manner
- Demonstrates problem-solving skills and initiative
- Demonstrates good time management skills and ability to meet deadlines
- Contributes to development of a professional and collaborative working environment

WORK CONDITIONS:

- Majority of tasks will be outdoors, differing weather and temperatures are to be expected
- Certain safety equipment will be provided such as gloves, safety hat, safety vest; however, employee will be expected to provide their own appropriate foot wear
- Multi-tasking and deadlines can be expected
- Community engagement may be demanding or stressful

TERMS OF EMPLOYMENT:

- Reports to Property Manager
- Employee signs a standard form contract of employment, termed for 8 weeks.
- Work hours are 35 hours weekly (plus overtime if required and approved)
- Hourly wage of \$15.65/hr, payable biweekly and not in advance

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkalefn.com, position is open until filled.
(Please include position title in the subject line)