

Employment Opportunities



Position: Task Master
Service Area: Siksika Housing Department
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: August 29, 2024
Closing Date: September 12, 2024
Competition Number: SNHTM-03-08-29-24

POSITION SUMMARY:

The Task Master will undertake upkeep and repair tasks at the interior or exterior of company premises. This position will keep assigned facilities in perfect condition by doing various odd jobs. Excellent manual dexterity and technical knowledge are important aspects provided in this position. This position aids and service with being well-organized and utilizing strong general repair skills. This position entails a keen eye for detail, and physical stamina to complete assigned tasks for Siksika Housing

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Perform maintenance and light repairs.
- Undertake light installation or carpentering (e.g., build cabinets).
- Undertake duties as assigned or emergency tasks (e.g., shoveling snow)

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities:

- Knowledge of general handyman skills.
- Experience with hardware tools and electrical equipment.
- Basic understanding of electrical, plumbing or HVAC systems.
- Good communication ability, and attention to detail
- Ability to update computer database for work requests.
- Good organizational skills and apt in problem-solving.

Education and Experience

- Grade 12 High School Diploma or Equivalent is required.
- One year handyman experience related experience required.
- Class 5 Driver's License Required and 3 Year Drivers Abstract
- Criminal records check required

Other:

- General knowledge of the Siksika Nation Culture and some ability to communicate in the Siksika Language.
- General indoor and outdoor work environment. Physical labor requiring lifting, repairing, sweeping, shoveling, and other related activities in completion of duties. Will utilize power tools and other equipment in completion of duties.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.

CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.