

Employment Opportunities



Position: Mechanical Technician
Service Area: Housing
Salary: Based on Education and Experience
Date Posted: July 25, 2025
Closing Date: August 5, 2025
Competition Number: COO-01-07-25-25

POSITION SUMMARY:

The Mechanical Technician takes responsibility for completing necessary tasks within the Mechanical Maintenance Program. The accountability of this role includes the completion of activities as assigned involved necessary repairs and maintenances of the plumbing, heating, and electrical for all of the Nation owned housing units.

Duties & Responsibilities: *see complete job description*

- Inspect and advise on mechanical problems in the housing unit.
- Travel to site(s) as required to inspect, review and confirm work required or work that's completed.
- Upon completion of work done by the service contractors, inspect all work marked as done to ensure work is fully completed and entirely satisfactory.
- Provide support in the preparation of any monthly written reports necessary for senior management
- Complete mechanical and administrative tasks and assignments as required to document and track mechanical problems being handled.
- Assist with the documentation of all completed work and materials purchased in the Housing Database.
- Provide support in the preparation of any monthly written reports necessary for senior management.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities:

- Understanding of general office procedures.
- General ability and understanding of bookkeeping basic.
- Simple computer skills including Microsoft Word and Excel showcasing computer literacy.
- Capability to communicate effectively, both written and orally

Education and Experience:

- Training and Certification in Housing related trades field preferred (electrical, plumbing, construction, etc.).
- Minimum of Grade 12 or equivalent required.
- Experience of one year with administrative experience required

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License, Updated Criminal Record Check,

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.