



**CHIPPEWAS OF GEORGINA ISLAND
FIRST NATION**

JOB POSTING

Property Manager

Reports To: Child Welfare Manager

Classification: Full Time (5 Month Contract)

General Description of Duties:

- Clean snow, ice and debris from walkways and parking areas
- Grass Cutting, yard maintenance and other related tasks
- Driving a boat to and from the mainland with a valid pleasure craft boat license
- Ensure gardens are clean and free of debris
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems, and gain authorization to contact tradespersons for major repairs
- Perform other routine maintenance jobs such as painting and interior repairs
- Ensure that security and safety measures are in place in the establishment and report deficiencies to the Child Welfare Manager
- Ensure all appliances are in working order and set up
- Ensure fire extinguishing equipment is operational

Qualifications:

- Minimum of Secondary School diploma
- Must possess a valid pleasure craft boat license and experience driving a boat
- Good to excellent physical condition
- Must possess and have the ability to operate your own trailer/plow, as well as hand and power tools, and equipment. Having been trained or willing to take training in the safe operation of equipment and tools as needed
- **Ability to work flexible hours. Must be available MOST evenings, weekends and Holidays.**
- **The position requires flexibility with irregular hours and is on call**
- **This position requires sobriety during on call after hours and requires strict compliance with confidentiality**
- Valid driver's license and reliable transportation

Closing Date: ***November 22, 2024***

Contact: Harmony Legere, Human Resources Manager

RR #2 Box N-13, Sutton West, ON, L0E 1R0

Phone: 705-437-1337, Extension 2229

Fax: 705-437-4597

E-mail: harmony.legere@georginaisland.com

*****Only applicants meeting the minimum requirements will be contacted*****

Posted: November-8-24