



## DAKOTA OJIBWAY TRIBAL COUNCIL – SCHOOL MAINTENANCE TRAINING PROGRAM (SMTP) EMPLOYMENT OPPORTUNITY

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**POSITION :** Trainer

**LOCATION:** Dakota Ojibway Tribal Council (DOTC)  
230-5010 Crescent Road West, Keeshkeemaquah, MB R1N 4B1

**CLOSING DATE:** Friday, July 18, 2025 @ 4:30 p.m.

### TRAINER

The DOTC – School Maintenance trainer will report to the Program Manager and will assist with the program delivery in Manitoba. The incumbent will work with maintenance staff in First Nation Schools. The ideal incumbent will also participate as a team to facilitate/instruct Working at Heights, Mobile Elevated Platforms and WHIMIS 2015. While certification in the respective fields is preferred, we are willing to train the ideal candidate.

#### KEY RESPONSIBILITIES:

- Travel extensively to communities to train First Nation members
- Assist with required repairs
- Research other institutions for upcoming training programs, as they relate to building maintenance
- Assist with preparation of training materials
- Assist with the development of a rating system for school maintenance performance
- Work with the maintenance staff in First Nation Schools

#### QUALIFICATIONS:

- Minimum Grade 12 completion with a Post-Secondary Education preferred
- Training certificates an asset
- Must have excellent oral, written and communication skills
- Experience in group facilitation and program planning is an asset
- Excellent assessment, problem solving and adaptability skills
- Ability to work independently
- Good organizational, time management and prioritizing skills
- Knowledge of Health and Safety Regulations
- Proficiency in Microsoft Office, Apple products, photocopier and other basic equipment

#### CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Access to a reliable vehicle

**We thank all who apply and advise that only those selected for an interview will be contacted.**

**Interested applicants are invited to forward a cover letter, resume and include two (2) references to:**

**DAKOTA OJIBWAY TRIBAL COUNCIL**  
**Attn: Denise Desmarais**

Ph: (204) 239.8650 Fax: (204) 857-6037 Email: [execadmin@dotc.mb.ca](mailto:execadmin@dotc.mb.ca)

**\*\*Please indicate the Position Title in the subject line and/or body of your email\*\***