



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

School Maintenance Training Program (SMTP) Trainer

Location: Based at DOTC Head Office (with regular travel to First Nations schools across Manitoba)

Reports to: On-Reserve Housing and SMTP Program Manager

Employment Type: Full-time

Overview:

The Dakota Ojibway Tribal Council (DOTC) is seeking a dedicated and hands-on SMTP Trainer to support the delivery of our School Maintenance Training Program. This role is ideal for someone who enjoys working directly with First Nation communities, providing practical, on-site training to school maintenance staff across Manitoba.

For the right candidate, DOTC will provide all required training and certifications. A company vehicle will also be provided for work-related travel.

Key Responsibilities:

- Travel to DOTC member communities to deliver in-person, hands-on training to school maintenance and janitorial staff
- Facilitate safety and maintenance-related training such as:
 - Working at Heights
 - WHMIS 2015
 - Mobile Elevated Work Platforms (MEWP)(DOTC will provide certification training for the right candidate)
- Assess school maintenance needs and help identify appropriate supplies, tools, or contractors
- Assist with the organization and scheduling of training sessions for school maintenance personnel and janitors
- Support the development and distribution of training materials
- Help gather feedback from school staff and maintain simple evaluation data
- Assist with planning and organizing the annual SMTP Conferences

Qualifications:

- High school diploma required; post-secondary education or trades training is an asset
- Experience in facility or building maintenance (e.g., HVAC, electrical, carpentry, safety)
- Strong communication skills; able to work well with small groups in a training or workshop setting
- Good organizational and planning skills
- Reliable, self-motivated, and adaptable to different environments
- Comfortable using email, Microsoft Office, and mobile devices
- Knowledge of workplace health and safety regulations
- Familiarity with working in or with First Nations schools is an asset

Assets (Not Required):

- Experience delivering training or workshops
- WHMIS, Working at Heights, or MEWP certification
- Experience coordinating events or training programs

Conditions of Employment:

- Valid Class 5 Manitoba Driver's License
 - Must provide a driver's abstract upon hire
 - Company vehicle provided for work-related travel
 - Must be able to pass a Criminal Record Check and Child Abuse Registry Check
 - DOTC will provide all necessary training and certifications required for the role
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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

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