



**DAKOTA OJIBWAY TRIBAL COUNCIL – HOUSING
AUTHORITY INC.
EMPLOYMENT OPPORTUNITY**

POSITION: Maintenance Helper

LOCATION: 130- 200 Alpine Way, Headingly, MB

CLOSING DATE: March 27, 2023 by 12:00p.m.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

**Interested applicants are invited to forward:
Resume and cover letter.
Two (2) letters of reference (one from most recent employer)
Copy of a valid Manitoba Driver's Licence**

Maintenance Helper

Position Summary:

Under the general supervision of the Director and Maintenance Supervisor, the Helper does the day-to-day maintenance on the housing rental units. The units will be monitored closely.

Duties:

- Reviews all work orders, upon requests for service from tenants, for the interior/exterior of their premises to determine whether the work to be performed is the tenants' responsibility to pay and will notify the office of any charges against the tenants as per work order.
- Proceeds to complete authorized Work Orders in a timely fashion.
- Communicates with supervisor to keep an up-to-date inventory on all materials, tools, and equipment.
- See that the appropriate actions are taken to ensure the maintenance of order and cleanliness for each rental unit.
- All other duties as required.

Qualifications:

- Considerable knowledge on the maintenance and upkeep of the housing units.
- Ability to deal with the tenants in a satisfactory manner with regards to maintenance problems.
- Ability to plan in terms of organizing time for ongoing and short-term maintenance work.
- Must have current Manitoba Driver's license and vehicle.
- Must be bondable.

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

**DAKOTA OJIBWAY TRIBAL COUNCIL
Attn: Erica Nicholson, Human Resource Officer
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