

Jeannie Bird Clinic,  
Lac La Ronge Indian Band  
Health Services Department  
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# Lac La Ronge Indian Band Health Services Department

## EMPLOYMENT OPPORTUNITY

### OPEN COMPETITION

**1 – Part Time Definite Term (July 2019 – March 2020)**

### Maintenance Assistant

For the community of La Ronge

The Lac La Ronge Indian Band Health Services Department is now inviting applications for a 1 Part Time Term, Maintenance Assistant to work under the supervision of the Operations & Maintenance Officer in the community of La Ronge. The ideal candidate will be required to provide maintenance, ground keeping, project/renovation work, and other work related activities as necessary; and will also be required to travel to the LLRIB outlying communities.

#### Duties:

- Organize and perform day-to-day maintenance of buildings and grounds;
- Prepare cost estimates & material lists for repairs, maintenance projects and order appropriate supplies;
- Assist in the preparation of written reports as required;
- Make a schedule of the jobs to be carried out and ensure the schedule is adhered to routine and preventative maintenance;

#### Qualifications:

- Experience with general maintenance duties;
- Fireman's Certified in boiler operations is an asset; must have basic knowledge in furnace repair and maintenance; Knowledge in the repair of small appliances; Basic knowledge of plumbing and electrical; Carpentry and painting;
- Experience and knowledge with computers and office equipment are an asset;
- Must have Valid Class 5 Driver's License; Ability to travel to outlying LLRIB communities.
- First Aid/CPR Certification is an asset;
- *Security Clearance:* Criminal Records Check, Vulnerable Sector Check and Driver's Abstract required upon hire.

**Benefits:** LLRIBHS offers a comprehensive salary and benefits package such as Northern Allowance, Housing Subsidy, Extended Health Care and Pension.

**Posted:** June 12, 2019

**Deadline:** June 26, 2019

**To Apply:** Submit cover letter and resume including three (3) professional references (excluding Chief & Council; one from your current or most recent employer) to Human Resources, Lac La Ronge Indian Band Health Services, Box 1770, La Ronge, SK S0J 1L0

**Email to:** [hr@llribhs.ca](mailto:hr@llribhs.ca)

**Fax:** 306-425-5520

Please note that only those who submit a complete application that includes a cover letter, resume, & three (3) work-related references, excluding Chief and Council, at least one (1) reference from your current or most recent employer will be considered. LLRIBHS thanks all applicants; however, only those candidates selected for an interview will be contacted.

Telephone interviews will not be granted.