



# AOPFN EMPLOYMENT OPPORTUNITY

## Assistant Maintenance Worker

**Department: Public Works**

**Supervisor: Manager, Public Works**

**20 hr/week - 1 yr Contract - Possibility of Permanency**

**\$22.39 - \$24.71 hourly/ Based on Experience & Education**

**Deadline to Apply: Friday, April 17<sup>th</sup>, 2026 at 4:00PM**

The Assistant Maintenance Worker will deal with all matters relating to maintenance and operations of community buildings with the public works program and all this may entail. Including general and yard maintenance, landfill site maintenance, garbage and recycling pickup and maintenance of roads as required.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Community Building and Property Maintenance:**

- General maintenance of various community buildings and water systems, specifically the Public Works Garage, Fire Hall, Mailbox, Corner Sign, Administration Building, Log Building and any additions as deemed necessary.
- To shovel, sand and salt the front steps at all community buildings, etc., and prior to the openings of the buildings to ensure public safety.

#### **2. Landfill Maintenance and Garbage/Recycling Pickup**

- Ensure that the landfill station is continuously visited during opening hours.
- Assist with recycling and garbage pick-up when required.
- Monitor the Landfill Site when it's open to residents of Pikwakanagan and assist them with unloading their waste in the proper areas.

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- Valid Class G driver's licence with a clean driving record
- Working knowledge of general maintenance practices, including basic plumbing, electrical, and carpentry
- Experience maintaining lawn equipment and small engines
- Ability to perform physically demanding labour, including lifting a minimum of 50 lbs, and work outdoors in all weather conditions, and maintain a professional and calm demeanor in all public interactions
- Strong understanding of workplace safety practices and procedures

### **PREFERRED QUALIFICATIONS (ASSETS):**

- Training and experience in the use of Personal Protective Equipment (PPE)
- Experience operating hand and power tools, including chainsaws (with valid certification)
- Valid Class D/Z licence, or willingness to obtain
- Front-End Loader Operator certification or proof of training, or willingness to obtain
- Previous experience in municipal public works, waste management, or road maintenance

## How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

### Submit to:

Human Resources Department  
Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

### Subject Line: Assistant Maintenance Worker – Casual

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

**Interviews:** Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

## What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Starting at 10 Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.