



# Sioux Valley Dakota Nation

## Employment Opportunity

### Self Government

### Facility Engineering - Lead Hand

### Full-Time

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**Position Summary:** The Facility Engineering Lead Hand is responsible for the maintenance of the building, sheds, equipment, and grounds in accordance with MB Health Standards; ensuring the comfort and safety of Residents, staff, and visitors of Dakota Oyate Lodge.

**Qualifications:**

- Possess a clear Adult Abuse Registry Check
- Possess a clear Child Abuse Registry Check
- Possess a clear Criminal Record Check (with Vulnerable Persons Sector)
- Obtained a High School Diploma (Grade 12)
- Maintains a valid Class 5 Driver's License
- A completed Driver's Abstract
- Completion of Emergency First Aid and CPR training
- Ability to read, write and understand (both verbal and written instructions) in English
- Mentally and physically able to perform duties (as outlined) which includes the ability to maintain regular attendance to work in a very dynamic environment
- Understand and read schematics: maintenance and equipment manuals
- Demonstrates responsibility and punctuality
- Ability to communicate effectively with Residents, staff, families, and visitors
- Demonstrates concern and interest in providing quality care and service for Residents
- Demonstrates skill, efficiency, and diligence in performing job duties with minimal supervision and carries out responsibilities in a timely manner
- Demonstrates flexibility to facility changes in techniques and procedures
- A willingness to update knowledge and skills through in-service training
- Basic mechanical knowledge of vehicle maintenance

**Position Duties:**

- Responsible for the day-to-day maintenance and repair of the building, sheds, grounds and equipment (including painting, snow removal, etc.) and stay within the allocated budget.
- Maintain confidentiality of all information pertaining to Dakota Oyate Lodge and Residents.
- Ensure the safekeeping and responsibility of all Dakota Oyate Lodge property (tools, equipment, and buildings).
- Establish and maintain a preventive maintenance program.
- Knowledge of building codes and fire safety practices.
- Arrange for annual fire equipment service and ensure all safety devices (smoke alarms, door closures) are always in good state of repair.
- Determine the need for professional and/or technical services (in consultation with the Director).
- Responsible for the maintenance of Resident equipment (ex: wheelchairs, personal items).
- Develop good working relationships with Residents and staff.
- Participates in the Health & Safety Committee.
- Awareness of Federal and Provincial standards for maintenance and care of program facilities.
- Ensure the facility meets or exceeds Standards by completing repairs and/or improvements to program facilities.
- Obtain estimates for consideration for the Director from local contractors.
- Assist with heavy lifting (ex: furniture, tables, boxes).
- Pick-up and delivery of items, as required.
- Check maintenance board daily for appointments, repairs and/or tasks.
- Provide transportation for Residents to medical appointments.
- Refrain from both alcohol and drugs 48 hours prior to medical appointments.
- Focus on the safety of Residents while transporting.
- Maintain safe running conditions of all vehicles.
- Ensuring the interior of all vehicles remain clean and free of garbage, clutter, etc. and washing vehicles, as required.
- Maintain logbooks of all vehicles and ensure the forms are filled out accurately and after every trip.



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- Perform after hours on call duty and a duty of responsibility for emergency situations, as required.
- Recognizes and accepts responsibility for own actions.

**Competition Number: 202369**

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

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Email: [hrapplications@svdngovernance.com](mailto:hrapplications@svdngovernance.com)

We thank all those who apply, but only those selected for an interview will be contacted.