Sioux Valley Dakota Nation

Employment Opportunity

Dakota Oyate Lodge

Indefinite Term - Maintenance Assistant

0.8 EFT (64 hours bi-weekly)

Position Summary: The Maintenance Assistant is responsible for the ongoing maintenance, repair, and safety of the building, grounds, equipment, and vehicles at Dakota Oyate Lodge. This role ensures safety, functional, and comfortable environment for Residents, staff, and visitors in accordance with applicable standards and best practices.

The position may also include transporting Residents to and from medical appointments or other essential outings as required.

Required Qualifications:

- Clear Adult Abuse Registry Check
- Clear Child Abuse Registry Check
- Clear Criminal Record Check (Vulnerable Sector)
- Minimum Grade 10 education (Manitoba standards)
- Valid Class 5 Driver's License
- Current Driver's Abstract (acceptable to the employer)
- Ability to read, write, and understand English (verbal and written)
- Physically and mentally capable of performing required duties in a dynamic environment
- Ability to read and interpret schematics, maintenance manuals, and equipment instructions
- Demonstrated reliability, responsibility, and punctuality
- Effective communication skills with Residents, staff, families, and visitors
- Ability to work independently with minimal supervision
- Flexibility and adaptability to changing facility needs
- Basic mechanical knowledge, including vehicle maintenance

Position Duties:

- Perform day-to-day maintenance and repair of the building, grounds, sheds, and equipment (including painting, minor repairs, snow removal, etc.)
- Ensure all systems and equipment are maintained in a safe working condition
- Conduct regular checks of safety devices (e.g., smoke alarms, door closures)
- Identify and report maintenance issues and determine when external contractors are required (in consultation with the Director)
- Maintain Resident equipment (e.g., wheelchairs, mobility aids, personal items)
- Assist with moving, lifting, and setting up furniture and equipment
- Participate in the Health & Safety Committee and support a safe work environment
- Maintain confidentiality of all Resident and facility information
- Ensure proper use, storage, and security of tools, equipment, and facility property
- Support compliance with applicable building codes, fire safety standards, and organizational policies
- Complete pick-up and delivery of supplies and materials as required
- Transport Residents to medical appointments or other approved outings as required, always ensuring safety and professionalism
- Maintain facility vehicles, including basic inspections and reporting concerns

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full job description, please email hrapplications@svdngovernance.com to request a copy.

Additional Conditions of Employment:

- A valid Class 5 Driver's License must be maintained as a condition of employment
- Loss, suspension, or restriction of driver's license may result in reassignment, suspension, or termination of employment
- Must adhere to all Dakota Oyate Lodge policies, including confidentiality and safety policies

General Expectations:

- Demonstrates respect, professionalism, and cultural sensitivity in all interactions
- Works collaboratively with all departments
- Takes accountability for actions and follows direction appropriately
- Maintains consistent attendance and reliability
- The Maintenance Assistant may be required to perform other duties and functions as assigned; not exceeding stated skills and capacities.

Competition Number: 202698

Submit Cover letter and Resume indicating Competition Number
Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2671 Fax: 204-855-2131
Email: hrapplications@svdngovernance.com

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