



Sioux Valley Dakota Nation
Jordan's Principle
Maintenance Worker
Location: Sioux Valley Dakota Nation
Full Time



Position Summary:

The Jordan's Principle Maintenance Worker is responsible for ensuring that all Jordan's Principle service spaces, equipment, and facilities within Sioux Valley Dakota Nation are safe, functional, and well maintained. This position supports the health and well-being of children and families by helping maintain clean, accessible, and culturally supportive environments where Jordan's Principle services are delivered. The Maintenance Worker will carry out routine repairs, scheduled maintenance, safety inspections, and assist staff with facility-related needs. This role requires reliability, strong communication skills, and the ability to work respectfully within a community-centered, child-focused program.

Position Duties:

- Perform routine building maintenance such as minor carpentry, painting, electrical, and plumbing tasks.
- Conduct regular inspections of Jordan's Principle facilities, identifying repair needs and safety concerns.
- Maintain outdoor areas including walkways, ramps, entrances, and accessibility features.
- Troubleshoot equipment and coordinate major repairs with external contractors when needed.
- Accept community maintenance requests under the direction of the Case Manager
- Ensure all Jordan's Principle spaces meet health and safety standards.
- Maintain an inventory of tools, materials, and maintenance supplies.
- Set up furniture, equipment, and rooms for programs, cultural activities, or community events.
- Safely store and manage maintenance equipment in accordance with SVDN policies.
- Provide maintenance support for Jordan's Principle programming areas, including therapy rooms, play spaces, and office areas.
- Assist with moving supplies, assembling equipment, and ensuring spaces are prepared for children and families.
- Work collaboratively with team members to support service delivery.
- Maintain documentation of maintenance activities, inspections, and completed repairs.
- Follow all Sioux Valley Dakota Nation administrative policies and procedures.

Qualifications:

- Secondary Education, Grade 12 Education
- Must have excellent organizational skills, computer technical skills, effective verbal/written communication skills
- Must have valid Manitoba Drivers License - copy of Drivers Abstract
- Must be subject to Criminal Records Check, Child Abuse Registry Check and Illegal Drug Test
- Must maintain confidentiality at all times
- Knowledge of First Nation cultural customs, values and traditions
- Ability to understand and be fluent in the Dakota language would be an asset

Competition Number: 202629

Submit Cover letter and Resume indicating Competition Number

Human Resources Department

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