



One Arrow First Nation Employment Opportunity

Building & Transportation Maintenance Worker (Full-time Position)

Position Summary:

Reporting to the Health Director, the Maintenance Worker is responsible for maintaining the upkeep of the One Arrow First Nation Health Centre and program fleet vehicles. The role performs routine maintenance, repairs, and inspections. This includes tasks like fixing minor building issues, maintaining safety equipment, and performing basic vehicle maintenance such as cleaning, oil changes and tire rotations.

Duties:

- Performing routine maintenance and preventative tasks on building systems like plumbing, HVAC, and electrical systems.
- Making minor repairs, such as fixing locks, replacing light bulbs, and repairing drywall and minor painting.
- Maintaining the cleanliness and safety of the building, including grounds and parking lots.
- Responding to maintenance service requests for the Home Care program such as safety rails, sask poles, and assembly of accessibility aides. from building occupants.
- Schedule service repairs with professional vendors for non-routine requirements.
- Perform daily safety checks on fleet vehicles and a circle check on return of the fleet vehicle.
- Schedule basic vehicle maintenance, including oil changes, tire rotations, and fluid level checks, testing and diagnosing vehicle systems
- Schedule service for repairing or replacing worn parts like brake pads and wheel bearings.
- Conduct minor service such as tire rotations and fluid level checks
- Repairing or replacing worn parts like brake pads and wheel bearings.
- Cleaning vehicles, as required.
- Ensuring vehicles are in good working condition and safe for operation.
- Complete work referral forms received from Health Center staff to record job completion.
- Complete administrative functions, reports and adhere to OAFN policies, procedures and relevant practices.

Qualifications:

- High School Diploma or GED
- Minimum two (2) years work experience in building and vehicle maintenance.
- Great customer attitude and attentiveness
- Time management skills

Other:

- Ability to work flexible hours that may occasionally include evenings or weekends,
- Must possess a current valid Saskatchewan driver's licence,
- As a condition of employment must provide:
 - A satisfactory and current Criminal Record Check,
 - SGI Driver's Abstract; and
 - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

To APPLY, please submit cover letter, resume and three professional references to:

Human Resources

Box 147, Bellevue, SK. S0K 3Y0

Or Email: jobs@onearrow.ca

DEADLINE: August 27, 2026