



JOB POSTING: YELLOW QUILL FIRST NATION

Title: Operations & Maintenance Coordinator

Status: Full-time Permanent Position

Reporting to: Director of Housing & Public Works

Wage/Salary: Dependent on experience

Closing Date: October 14, 2026

POSITION SUMMARY

The Yellow Quill Housing, Operations & Maintenance is seeking a highly motivated, organized and results oriented individual to work as a Full-Time Operations & Maintenance Coordinator. Receiving direction from the Director of Housing and Public Works, the O&M Coordinator is responsible for overseeing the daily operation, maintenance and management of community infrastructure. This includes ensuring that community assets – such as water, wastewater systems, roads, solid waste programs and fire protection services are maintained in a safe, efficient and sustainable manner. The O&M Coordinator also develops maintenance plans and schedules, manages approved workplan budgets, supervises O&M operators and coordinates with external agencies, contractors and funding agencies.

DUTIES AND RESPONSIBILITIES

- Coordinate and oversee the maintenance of community infrastructure including water and wastewater systems, roads, solid waste operations, fire protection services, and O&M Machinery and equipment
- Develop and implement preventative maintenance schedules and inspection programs
- Maintain detailed records and maintenance activities, repairs and inspections
- Ensure compliance with all relevant federal, provincial and First Nations standards and regulations
- Respond to emergencies (e.g., infrastructure failure, weather events) and coordinate timely repairs
- Supervise O&M Operators (water treatment plant operators, water truck operator, septic truck operator, garbage truck operator, transfer station operator, grader operator, backhoe operator, skid steer operator, gravel truck operator)
- Coordinate with other departments (lands, housing, capital projects) to align maintenance priorities
- Prepare O&M Budgets, including monitoring expenditures and preparing monthly reports for Director of Housing & Public Works and Executive Team (Director of Operations and Chief and Council)
- Assist in the development of proposals and funding applications for infrastructure maintenance and upgrades
- Promote and enforce occupational health and safety standards for all maintenance activities
- Serve as the primary contact for O&M Operators, contractors, suppliers and funding agencies related to O&M activities
- Provide general administrative support such as training, meetings, note-taking, filing and drafting and reviewing correspondence, contracts, memorandums, etc.
- Other duties as assigned

QUALIFICATIONS

- Minimum 3 years of experience in operations, maintenance or infrastructure management
- Experience supervising staff and managing budgets
- Knowledge of First Nations infrastructure systems (water/wastewater, roads, solid waste and fire protection services)
- Understanding of Indigenous Service Canada (ISC) or similar infrastructure funding programs
- Excellent interpersonal and collaboration skills
- Excellent oral and written communication skills
- Conflict management, negotiation and resolution skills
- Good analytical and problem-solving skills
- Experience preparing briefing notes, reports, memorandums, and policies
- Excellent computer skills (Microsoft Word, excel, outlook, adobe)
- Understanding of Saulteaux culture is an asset
- Professional and reliable
- Able to prioritize time-sensitive tasks and take directions from team leaders
- Good writing skills for letters and emails,
- Ability to work well in a team where responsibilities and tasks overlap
- Valid Class 5 Drivers license and reliable transportation

DEADLINE TO SUBMIT APPLICATIONS IS: October 14, 2026, No later than 4:30pm

Submit resumes with a cover letter and CPIC to:

ATTN: YQFN Human Resources Coordinator

Email: Shantel.Poorman@yqfn.ca

Box 40 Yellow Quill, SK S0A 3A0

Fax: 306-322-2304