



ENOCH CREE NATION  
HUMAN RESOURCE DEPARTMENT

RECEIVED AUG 20 2019



**EMPLOYMENT OPPORTUNITY – APPRENTICE PLUMBER/OPERATOR**  
**ENOCH CREE PUBLIC BUILDING MAINTENANCE DEPARTMENT**  
**\*OPEN COMPETITION\***

**JOB PURPOSE:** Apprentice Plumber/Operators are responsible for the day-to-day maintenance and operation of the overall band administration building and safety of the staff and public. Will routinely inspect interior and exterior spaces and equipment. Monitor and maintain building systems (for example; heating, electrical, mechanical, and security systems). Reports problems and recommends changes to improve efficiency, reduce operating costs or comply with environmental, building and safety codes. Performs routine equipment maintenance tasks, keeps maintenance records, and ensures that they are kept safe, clean, functional, and accessible. Perform or oversee housekeeping and grounds keeping duties. Respond to emergencies such as power failure, floods, safety evacuations, and floods. Organize and conduct fire drills. Respond to complaints from building office tenants. May be required to perform other duties as assigned by Supervisor.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- Clear Criminal Record Check.
- Sign the Confidentiality Agreement upon being hired.
- Must have a valid driver's licence and reliable transportation.
- Standard First Aid.
- WHMIS (Workplace Hazardous Management Information Systems)
- Ability to lift 20 kilograms or more.
- Good Communication and interpersonal skills.
- Mechanical aptitude and skills.
- Good organizational skills.
- The ability to work with little supervision.
- The ability to respond quickly and appropriately in emergency situations.

**WORKING CONDITIONS:**

Required to work Monday to Friday, 8:30 am – 4:30 pm, at the Enoch Cree Nation O&M building, while adhering to the Enoch Cree Nation Human Resources Policy & Procedure Manual.

**Closing Date: August 27, 2019**

**Interview Date: TBD**

**Start Date: TBD**

*\*Please submit cover letters & resumes to Human Resource Department\**

*Email: [recruitment@enochnation.ca](mailto:recruitment@enochnation.ca) Fax: 780.470.0463*

*Phone: 780.470.4505 Ext: 2221*

*\*ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview\**