



Hiawatha First Nation Employment Opportunity

Position Title:	Full-time Labourer - Housing Job#2026-12 (Internal)
Salary Range:	\$46,220 – \$51,320 / annually
Hours per Week:	35 hours
Location:	Hiawatha, ON
Posting Date:	Saturday, April 25, 2026
Posting Closes/Deadline:	Friday May 1, 2026 at 11:59pm
Tentative Interview Timeline:	May 2026

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

The Housing Labourer is responsible for carrying out various labour activities as assigned by the Housing Department for the purpose of ensuring that all HFN rental property and equipment is maintained in a clean, healthy and safe condition. The Housing Labourer will also endeavour to ensure the regular maintenance of the grounds at all HFN rentals throughout the year. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report to the Housing Manager. This position will have no direct reports.

Main Responsibilities:

1.0 To ensure HFN properties and locations are cared for by:

- a. Following property interior/exterior maintenance schedule for each site.
- b. Reporting minor and major maintenance and health and safety issues to the appropriate person, supervisor and Health and Safety Committee, where applicable.
- c. During the winter months, ensuring that plowing, sanding and salting schedules are maintained to ensure safety and access to buildings, sidewalks, steps, decks.
- d. During the summer months ensuring that grounds maintenance schedules are followed, and grounds are maintained to ensure appeal and safety for residence; grass cutting and trimming.
- e. Ensuring that all HFN standards are adhered to.
- f. Ensuring that all Health and Safety requirements are completed and adhered to.
- g. Ensuring that all care and caution is taken in relation to various hazards during the different activities.
- h. Ensuring annual Inspections of all rentals are completed.
- i. Changing light bulbs, furnace filters when required, Installing TV wall mounts, curtain rods, pictures (large items).
- j. Assist Public works as required.

2.0 To ensure HFN equipment is cared for by:

- a. Following maintenance, replacement and repair schedules for equipment.
- b. Ensuring that safety checks are done on equipment and before using the equipment each time.
- c. Maintaining all inventory of equipment.
- d. Reporting any concerns on the quality and effectiveness of the equipment to Housing Manager.

- e. Reporting any missing equipment to the Housing Manager and/or other appropriate persons (Executive Director, Police, etc.)

3.0 Perform administrative duties by:

- a. Receiving and performing duties as required by work orders.
- b. Completing work orders and providing all required information to Housing Manager/Housing Clerk.
- c. Maintaining effective communication with Housing Manager/Housing Clerk.

4.0 Other duties as assigned

Requirements:

- Ontario Secondary School Diploma; and
- Minimum one-year related experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Health and Safety Training an asset (i.e. slips, trips and falls, safety at heights, WHMIS, etc.)
- Specialized and relevant certifications (i.e. carpentry, mechanical, chain saw, working at heights etc.) is considered an asset
- Must provide a satisfactory CPIC
- Valid Driver's License and reliable transportation

Knowledge, Skills and Abilities:

- Experience with various cleaning equipment and techniques
- Ability to identify and wear appropriate PPE and other safety equipment
- Ability to multi-task and set priorities
- Ability to work in a team and individually
- Excellent time management skills
- Ability to maintain strict confidentiality
- Basic Construction, plumbing, electrical, mechanical knowledge
- Experience/license with heavy equipment operation
- Follows all safety guidelines and understand limits of the role, deferring specialized and/or licensed work to qualified employee and/or contractor

Behavioural Competencies:

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Results Oriented
- Personal Effectiveness
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- Extended periods of sitting, standing and walking
- Required to lift and carry up to 50 lbs
- Required to climb using safe climbing techniques
- Local travel with some extended travel from time to time
- Interaction with employees, management and the community
- May have to deal with upset clients from time to time
- Occasional overtime
- Required to work irregular hours which may include early mornings, evenings or weekends

- Working with tight deadlines and without much notice
- Fast paced at times

Application Process:

If you are interested in this opportunity and possess the job requirements, please forward your resume quoting the position title and job number, with a cover letter via email jobs@hiawathafn.ca on or before the posting closing date listed above.

Internal postings are for current employees and Citizens of Hiawatha. Internal applicants who are Citizens are reminded to please identify on your cover letter that you are a Hiawatha Citizen. Please be aware that for postings that are posted as Internal/External, preference will be given first to qualified internal applicants.

Please be aware that tentative interview date(s) are subject to change and are posted for planning purposes only. In addition, Hiawatha is grateful for all who have shown interest in our First Nation and who have taken the time to apply, however, only those chosen for an interview will be contacted.

Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com