

**EMPLOYMENT OPPORTUNITY**  
Maintenance Worker

**About Miyoskamin**

*Miyoskamin*, an empowerment centre for Indigenous women and children, is a new building recently acquired by the Native Women’s Shelter of Montreal. Located at 757 Rue Des Seigneurs, Miyoskamin is the site of two new innovative projects: the Saralikitaaq Centre for Indigenous children, and a second stage housing program for Indigenous women and their families. This new program will house, support, and empower 23 Indigenous women and their children. We are currently seeking a dynamic and professional individual to fulfill the role of Maintenance Worker.

**About the Position:**

The Maintenance Worker will be responsible for performing a wide variety relating to the building cleaning and upkeep. Specifically, the Maintenance Worker is responsible for safety, sanitation, and general upkeep of common areas and will provide support when it comes to maintaining safe and functional living conditions in all 23 dwellings.

**Role and Responsibilities:**

Technical Maintenance:

Under the supervision of the Director of Miyoskamin, the Maintenance Worker is responsible for the following activities:

- Becoming familiarized with the buildings ventilation system and conducting monthly, quarterly, and annual cleaning and inspections off all vents, both inside and outside
- Becoming familiarized with the buildings electrical systems and providing support to hired electricians as needed
- Becoming familiarized with the buildings plumbing and sprinkler system and assisting hired technicians in semi-annual, annual, and periodic inspections
- Becoming familiar with the buildings fire alarm, smoke detector, and sprinkler systems and scheduling annual inspections and fire drills
- Acting as a resource for technical maintenance support with housing residents
- Supporting the creation of resource manuals and instructions for best practices and solutions to common problems for housing residents
- Recognizing and identifying when professional service providers need to be brought in to maintain the safe and effective functioning of building systems, equipment, or machinery.
- Acting as a liaison for service providers conducting regular maintenance on building equipment and machinery (elevator technician, safety inspectors, etc.)



A Project of  
**The Native Women's Shelter of Montreal**



## Miyoskamin Second Stage Housing Program

- Providing recommendations to the Director of Miyoskamin as needed

### Upkeep, cleaning & Waste Management

Under the supervision of the Director of Miyoskamin, the Maintenance worker is responsible for the following activities:

- Providing cleaning and janitorial services of common areas including: the Saralikitaaq Centre and waiting area, laundry room, common room and community kitchen, hallways, and entry ways
- Effectively utilizing janitorial equipment and ensuring that all janitorial inventory supplies are sufficient to ensure a clean and safe environment
- Taking out garbage and recycling on a weekly basis and ensuring the safe disposal of any irregular garbage or recyclable materials
- Fixing and replacing any broken, damaged, or depleted items in common areas and office areas (burnt light bulbs, leaking faucets, broken door knobs, empty dispensers)
- Addressing pest, vermin, or infestation problems and promoting prevention practices in general
- Recognizing and identifying any hygiene or safety hazards and alerting the Director of Miyoskamin when necessary

### Outdoor Maintenance & Groundskeeping

Under the supervision of the Director of Miyoskamin, the Maintenance Worker is responsible for the following activities:

- Ensuring clear and safe entryways throughout all seasons by shoveling entrances, cutting grass, trimming bushes, weeds, or trees as necessary
- Watering outdoor plants and trees
- Cleaning the building's exterior, terrasse, and courtyard when necessary
- Periodically accessing the roof for maintenance

### Peer Support and Participation:

As part of a collaborative working environment, the Maintenance Worker is responsible for the following activities:

- Attending and participating in staff meetings
- Embracing a collaborative and respectful environment amongst peers
- Embodying the mission and values of the NWSM and Miyoskamin

### **Qualifications:**

#### Skills & Attributes

- Ability to work independently
- Strong Problem Solving Skills
- Ability to act with discretion and ensure confidentiality
- Ability to carry and lift heavy objects, stand for long periods of time, and climb heights



## Miyoskamin Second Stage Housing Program

### Education & Experience

- High School diploma and experience in a related field (janitorial work, custodian, maintenance worker, etc.)
- Experience working in a housing complex (asset)
- Interest and/or experience in plumbing, electrical work, minor construction (asset)

**The NWSM encourages and prioritizes applications from Indigenous candidates.**

### Employment Contract Details

**Type of position:** Full time with six-month probationary period

**Salary:** \$52,000 - \$58,240 per year (based on experience)

**Employee Benefits:** The Native Women's Shelter of Montreal offers attractive benefits including vacation, wellness days, and training and development opportunities. After 6 months of employment, staff are eligible for pension contribution plans and alternative health plans.

**Location:** 757 Rue des Seigneurs, Montréal, QC, H3J 1Y2

**Start Date:** As soon as available

To apply, or for more information, please send your:

- 1) Professional Resume
- 2) Letter of Intent
- 3) Two letters of reference OR the contact information of two professional references

**Application documents can be addressed to [Careers@Miyoskamin.com](mailto:Careers@Miyoskamin.com)**

### **Deadline to Apply:**

This position will be open until filled



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