

A graphic with a colorful, abstract background in shades of orange, purple, and pink. The text "We are HIRING!" is written in a white, cursive font for "We are" and a bold, white, sans-serif font for "HIRING!".

*We are!*  
**HIRING!**

# ARE YOU LOOKING FOR A REWARDING CAREER?

Apply today and join a team of movers and shakers, we are TEAM ACFN and offer growth galore!

## EMPLOYMENT OPPORTUNITY

### ELECTRICIAN AND LEAD MAINTENANCE

Staffing Process Number: ACFN-2024-033

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) full-time temporary position of Electrician and Lead Maintenance for one (1) year and with the possibility of an extension. This position consists of "14 days on/7 days off" shift cycle; each shift will comprise of **80 hours** at regular pay with an option to accumulate 32 hours of overtime pay out at 1.5 your hourly rate for a total of 112 hours per shift cycle and any additional hours worked will be at the overtime rate. However, schedule and location may change from time to time to meet operational requirements. This is a local position to **Fort Chipewyan, AB.**, and shared accommodations and transportation are provided. Reporting to the Housing Director or designate, ACFN; the Electrician/Maintenance Lead is responsible for providing physical labour and maintenance for ACFN facilities, housing construction sites and residential homes.

### GENERAL RESPONSIBILITIES

- Receiving work/repair orders, prioritizes repairs, and ensuring that they are carried out in accordance with defined schedules, and related building practices and Electrician Trade Regulations.
- Prepare budgets for yearly material orders and complete reports within specified timelines.
- Working with the housing team estimate housing project costs, develop budgets, create schedules, execute, manage risk, and communicate projects, which include maintenance, renovations, and new builds.
- Work closely with technical and professional services to ensure quality work.
- Prepares regular housing reports for the Housing Manager and Housing Committee.
- Keeps the Housing Manager informed of sensitive and important issues and events affecting the operation of the Housing program.
- Other duties, as required.

### QUALIFICATIONS

- Red Seal Journeyman tradesperson.
- Working knowledge of the Residential Tenancy Act.
- Five years of construction or home renovations experience is an asset.
- Experience in preparing financial budgets and reports is required.
- Provide costs for projects
- Construction and building knowledge are strong and important assets.
- Valid Class 5 Driver's License.
- Occasional travel, and travel within the hamlet are conditions of employment.
- Microsoft Windows environment; Outlook, Word and Excel.
- Excellent public relations, oral and written; interpersonal and leadership skills.

- Demonstrated ability to lead and develop staff members.
- Well-developed planning and organizing abilities.
- Willingness to work flexible hours, including nights, weekends, and holidays.
- Ability to deal tactfully with sensitive issues and maintain confidentiality.
- Willingness to sign a Confidentiality Agreement.
- Willingness to work in a diverse team environment.
- 1 year to complete Electrical Master Certificate.

*Salary will be dependent on experience and qualifications.*

Interested candidates are invited to e-mail a covering letter and resume quoting:  
Staffing Process Number: ACFN-2024-033, in confidence to [HR@acfn.com](mailto:HR@acfn.com).

**Closing Date:** Resumes will be accepted until a successful candidate is found.

*Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.*

*Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.*

