



## Rod McGillivray Memorial Care Home (RMMCH) External Job Posting

RMMCH is seeking a qualified individual to fill the role of **Maintenance Assistant – Permanent Full-Time** position.

### Job Summary

Reporting to the Maintenance Department, the Maintenance Assistant is to assist in ensuring that maintenance requirements within the facility and the grounds area are identified and work is completed as required to maintain the environment needed for the ongoing delivery of resident services. This includes preventative and corrective maintenance, repair and cleaning of electrical/mechanical equipment, building systems that provide light, heat, power, water, air conditioning and other services for the facility. Must also maintain accurate documentation. Maintain a clean and safe ground environment including snow removal and lawn care.

### Position Requirements:

- Grade 12 or GED equivalent
- First Aide & CPR
- Work experience in carpentry, electrical and plumbing
- WHMIS (preferred)
- Transportation of Dangerous Goods (preferred)

**Closing Date: POSTED UNTIL FILLED**

### Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- **Current Adult Abuse registry Check**
- **Current Criminal Record Check**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (colleague, supervisor or manager) or contact information for same (include position / title, current place of employment, phone number & email)
- **Personal contact information** (phone & email)

Your application will not proceed without this information.

**This is a preference competition.** All applicants are encouraged to apply, however first consideration for this competition will be given to current OHA employees, OCN employees, OCN members & Indigenous applicants. Applicants are requested to self-declare at the time of application.

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

**Nicole Lathlin, Acting HR**  
Rod McGillivray Care Home  
Box 10790, 56 Kiche Maskanow Road, Opaskwayak, MB R0B 2J0  
Email: [nicole.lathlin@rmmch.ca](mailto:nicole.lathlin@rmmch.ca)

Please mark all correspondence **"CONFIDENTIAL"**.  
Please note that only those selected for an interview will be contacted.