



Journeyman Carpenter – Job Opportunity

DEPARTMENT: MTS

REPORTING TO: Director - MTS

DURATION: Full-Time, Permanent Employee

LOCATION: Fort Chipewyan

Mikisew Cree First Nation is currently seeking an individual to fill the Permanent full-time position of a Journeyman Carpenter. This Position is accountable for the planning, direction, and activities related to the Mikisew Cree First Nation housing initiatives and commercial construction, municipal operations, preventative maintenance, corrective maintenance, major and minor capital improvements. This position is located at Mikisew Tech Services Department (MTS), located in Fort Chipewyan, Alberta.

Duties and Responsibilities

- Provide direction to all the carpentry tradesmen on site
- Ensure all building codes and safety standards are met
- Bid and tender contracts for Technical Services in carpentry related areas
- Provide monthly progress reports to the Director MTS
- Attend all staff and management meetings
- Assist MTS staff in developing project budgets and schedules and follow-up
- Provide guidance and instructions to apprentices on site
- Maintain continued contact with the Director and other departments
- Maintain contact with the general membership and the public
- Maintain contact with vendors of supplies and materials and inspectors
- Assist the MTS Director in establishing annual goals and direction of the Carpentry department
- Assist the MTS Director and the Controller in the development of the MTS department's annual budget
- Assist MTS construction team in commercial project quotes

Skills/Abilities

- Proven management and organizational skills
- Ability to work with contractors, tradespersons and engineers
- Excellent job costing and forecasting skills
- Familiar with all facets of construction
- Effect and proven time management skills
- Demonstrated oral and written communication skills as well as proven interpersonal skills.
- Experience in computers including Microsoft Office, Excel, Outlook and Xyntax.
- High degree of accuracy, good grammar and spelling.
- Work well under pressure.
- Must maintain confidentiality always.
- Excellent problem-solving skills
- Experience in residential housing building and renovations

Education/Qualifications

- Certified Journeyman in Carpentry
- Red Seal endorsement is preferred
- Other related certification in the related field
- Must have and maintain a valid Alberta class 5 driver License
- 3-5 years proven experience in regressive supervisory positions

Immediate hire – open until suitable candidate is hired.

Please submit your resume and cover letter, by email, in confidence to
Attention: Human Resources hr@mikisewcree.ca

We thank all applicants but only those selected will be contacted for an interview. Preference will be given to qualified applicants of Indigenous ancestry in any hiring decision, please declare your Indigenous status in your application.