



## Missanabie Cree Business LP

553 Queen Street East  
Sault Ste. Marie, Ontario  
P6A 2A9  
(705) 575-2188

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<b>COMPANY NAME:</b>	Missanabie Cree Business Limited Partnership
<b>JOB TYPE:</b>	Full-time, 1-Year Contract (pending funding)
<b>JOB TITLE:</b>	Maintenance Assistant
<b>LOCATION:</b>	Missanabie, Ontario
<b>SALARY:</b>	\$60,000/Annually

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### POSITION SUMMARY:

The Missanabie Cree Business Corporation (MCBC) is seeking a reliable and hands-on Maintenance Assistant to support the operation and upkeep of the Missanabie Cree First Nation Emergency Evacuation Shelter and its associated facilities. Reporting directly to the Facilities Manager, this role is essential in maintaining a safe, clean, and fully functional environment, supporting Indigenous-led emergency response infrastructure for Northern Ontario communities.

This position will support both routine operations and emergency activation readiness of the facility.

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### ABOUT THE FACILITY:

The Missanabie Cree First Nation Emergency Evacuation Shelter is a purpose-built, Indigenous-led and owned facility designed to host up to 776 evacuees, principally from Northern Ontario First Nations, during natural disasters (fire, flood) and social emergencies. Located in the semi-remote community of Missanabie, Ontario (117km to Wawa, 131 km to Chapleau, 344 km from Sault Ste. Marie), the Shelter is one of the pillars of MCFN's approach to delivering emergency services in a way that reflects Indigenous priorities and meets the practical needs of evacuees.

The Shelter will be owned by the Missanabie Cree First Nation, and operated by the Missanabie Cree Business LP, as part of its larger emergency management and services organization and related companies.

The Shelter is contracted to Indigenous Services Canada and is on stand-by and must be available to receive evacuees from First Nation communities during the evacuation season. During these months, and always when the facility is hosting evacuees, the Maintenance Assistant will be expected to reside on-site in Missanabie and work in tandem with catering, housekeeping, and emergency response teams, supporting all facilities-related matters. In the off-season, the role focuses on preventive maintenance, winterization, and facility upkeep.

Outside of the evacuation season, the facility will be available for various commercial and community events and activities; its communal facilities will be available to local residents



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on a year-round basis for individual and community use (e.g. meetings, workshops, cultural events, etc.)

### **Facility Overview**

The shelter is comprised of approximately 120,000 sq ft and is designed and will function as a fully self-contained, multi-use complex that supports both emergency response and a variety of community programming on a year-round basis; facilities include:

#### Residential & Guest Services

- Capacity for up to 776 evacuees
- 316 single/shared rooms, 16 barrier-free rooms, and 28 family units.
- Private washrooms
- TV & internet
- Full-service kitchen and dining hall

#### Administrative & Operational Spaces

- Central office used by shelter staff, visiting First Nations and MCFN personnel/Chief & Council
- Meeting rooms for cultural, recreation, Elders, education and community use
- Reception and lobby area for intake of evacuees/guests
- Garage and maintenance bays for equipment and vehicle storage
- Medical Facilities

#### Recreation & Wellness Facilities

- Indoor recreation centre with space for cultural programming, games, and gatherings
- Exercise and fitness rooms for evacuees and MCFN members
- Outdoor playgrounds and green spaces for children and families
- Cultural spaces (indoor and outdoor) for ceremony, healing, and community connection

#### Exterior & Grounds

- Outdoor cooking areas and fire-safe gathering zones
- Landscaped grounds with seasonal maintenance contracts
- Snow removal and winterization infrastructure
- Parking lot with capacity for staff, guests, and emergency vehicles

### **Multi-Use Functionality**

Outside of evacuation periods, the facility may be used to host:

- MCFN Community events and gatherings



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- Temporary housing for various users (e.g. tourism, employees, construction workers, mining and forestry workers, etc.)
- Training sessions and workshops for emergency response personnel
- Cultural programming and wellness retreats

This flexibility ensures the shelter remains active, well-maintained, and ready for deployment at any time—while also serving the broader needs of the Missanabie Cree First Nation.

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### **DUTIES AND RESPONSIBILITIES:**

#### **Facility Maintenance & Repairs**

- Assist the Facilities Manager in becoming acquainted with building systems and equipment during the construction and commissioning phases.
- Help establish and manage inventories for tools, materials, and equipment.
- Perform general maintenance and minor
- Carry out routine and seasonal preventive maintenance to ensure facility readiness.
- Ensure all tools, equipment, and maintenance supplies are properly maintained and organized.
- Engage in ongoing training related to facility systems, such as HVAC, plumbing, and electrical operations.

#### **Facility Operations Support:**

- Assist in maintaining cleanliness and organization throughout all facility areas, including:
  - Sleeping quarters
  - Kitchen and dining areas
  - Offices and meeting rooms
  - Recreation and cultural spaces
- Set up rooms and spaces for operational or emergency use

#### **Grounds & Exterior Maintenance:**

- Assist with snow removal, landscaping, and general exterior maintenance
- Ensure walkways, entrances, and outdoor areas remain safe and accessible
- Support waste management efforts and maintain site cleanliness

#### **Emergency & Operational Readiness:**

- Support facility readiness for evacuation activations
- Assist with rapid setup and preparation of the shelter for incoming evacuees
- Collaborate effectively with staff during emergency operations



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### Health & Safety:

- Adhere to all workplace health and safety procedures
- Immediately report hazards, incidents, and injuries to the Facilities Manager
- Use appropriate Personal Protective Equipment (PPE) at all times

### General Duties:

- Assist contractors and service providers while on-site
- Complete assigned work orders and tasks promptly
- Maintain accurate records of maintenance activities as required

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### QUALIFICATIONS:

- Minimum 2–3 years' hands-on experience in building maintenance, trades, general maintenance, construction, or facility operations
- Practical skills in plumbing, electrical, carpentry, and/or mechanical systems; ability to safely use hand and power tools
- Basic knowledge of building systems (HVAC, plumbing, electrical) (asset)
- Strong work ethic, reliability, and communication skills
- Ability to work independently, follow direction, and collaborate within a team
- Demonstrated problem-solving skills and willingness to learn
- Physically capable of performing manual labor and must be able to lift up to 50 lbs
- Comfortable working in remote communities and residing on-site during evacuation periods
- Valid driver's license and access to a reliable vehicle (required)
- Experience working with Indigenous communities or in remote/isolated settings (asset)

### To be considered for this position, applicants must:

- Be legally entitled to work in Canada
- Be at least 18 years of age
- Be available to reside in Missanabie full-time or at a minimum for extended periods while the facility is in active use or generally as required to support the operation and maintenance of the facility
- Possess a valid driver's license with a clean abstract
- Satisfactory criminal records/vulnerable persons check.

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**Posting closes April 17, 2026 11:59pm**

To apply for this role, email your resume to Ma Cristina Awa-aw at  
[ea\\_mcbc@missanabiecree.com](mailto:ea_mcbc@missanabiecree.com).