



Holy Cross Mission
2525 Wikwemikong Way
Wikwemikong, Ontario, P0P2J0
phone 705-859-3259
email holycrosswiky@gmail.com

January 15, 2026

Position: MAINTENANCE MANAGER

Job Description:

- The Maintenance Manager is responsible for the maintenance and care of the four churches of Wiikwemkoong, and the Mnwaajmowin Centre (rectory)
- He or she plans and prioritises the work that needs to be done, and does that work
- Develops and follows a Standard Operating Procedure
- Takes care of the grounds around the Holy Cross church and Mnwaajmowin Centre; takes care of the garage and tools
- Purchases supplies as needed, and submits receipts
- Does safety inspections, completes reports for insurance
- Along with the parish priest, Fr. Paul Robson, SJ, organizes larger building projects where there will be need to hire a contractor
- Reports to Fr. Paul, including conversations each workday
- Submits time sheets every two weeks, detailing the specific hours worked
- Maintains a logbook of work done
- Follows all safety precautions

Duration of the agreement:

- A one-year contract is being offered, with the possibility of the contract being renewed or extended
- Contract can be terminated by either party, with two weeks' notice

Compensation, benefits, and scheduling:

- The rate of pay will be \$40 per hour, for 20 hours of work per week
- The exact hours of work are flexible, to be agreed upon
- Kilometer reimbursement is available for employment related travel if using the employee-owned vehicle

- Holy Cross will provide WSIB insurance, subject to necessary requirements being met by both the employee and employer
- Canada Pension and Employment Insurance can be provided to the employee if they qualify and comply with necessary government guidelines
- Diocesan health, dental and drug benefits are available to the employee providing agreement is established for costing and financial payment of the benefits

Requirements and assets:

- Provides his or her own vehicle, and has a valid licence
- Has previous experience and skills related to buildings upkeep and maintenance
- Has good organizational skills
- Is reliable, honest and hard-working
- Is a self-starter and able to work well independently – and also works well with others
- Has good communication skills
- Is able to represent Holy Cross in a professional manner
- Has a WHMIS training certificate, or is willing to obtain one
- Has done health and safety training
- Will read, follow and comply with the Code of Conduct of the Diocese of Sault Ste. Marie
- Will meet the necessary Diocesan Policy occupational requirements for interaction with vulnerable persons and any level of financial accountability

If interested, please submit a resumé by email, or drop it off at the Mnwaajmowin Centre (rectory).