

JOB OPENING

MAINTENANCE WORKER



Reports to: Capital Infrastructure Manager

Job Summary:

The Maintenance Worker effectively provides maintenance services using strong diagnostic, repair, and organization skills to coordinate repairs, purchase of supplies, scheduling preventative maintenance and reporting on specific issues for buildings and facilities.

Duties and Responsibilities:

1. Performs day-to-day maintenance duties for all assigned buildings, developing an organized approach to repairs and scheduling preventative maintenance
2. Undertakes basic carpentry duties
3. Ensures plumbing and propane tanks are working and there are no leaks
4. Checks windows and doors to ensure they are secured properly with locks as required, and are in good condition
5. Changes any broken or worn fixtures, including light bulbs
6. Ensures there is appropriate heating/cooling functionality in the buildings; schedules furnace maintenance
7. Notifies supervisor immediately of any significant damage to buildings or equipment
8. Provides services to maintain roads which includes ensuring culverts are clean and potholes are filled
9. Ensures parking lots and walkways are cleaned of snow and sanded during the winter months
10. Obtains supplies for maintenance as required
11. Ensures areas around fire hydrants are kept clear and visible, and that chimneys are regularly maintained
12. Inventories all equipment and supplies in maintenance yard and ensures the yard is clean, tidy and free of debris
13. Creates a safe and healthy environment with well maintained facilities
14. Participates in various community, council and committee meetings
15. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications

Education:

- Graduation from High School Grade 12
- Registration in an apprenticeship program would be an asset

Competencies:

The Maintenance Worker should demonstrate competence in some or all of the following:

- **Delivers on Commitments** - Delivers on commitments to internal and external customers, demonstrating a sense of urgency and follow-through
- **Communicates Information** - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
- **Planning and Organizing** - Establishes and plans a clear course of action, involving others as appropriate, managing activities and monitoring results to accomplish specific goals and timetables

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Skills and Abilities:

- Proficiency with the use of tools and carpentry equipment
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality

Experience:

- Six months to one year maintenance or related experience

Working Conditions:

- Travel may be required
- Hazards may include use of commercial/industrial cleaning chemicals, climbing, lifting, carrying, pushing/pulling, operating tools and equipment
- Ability to perform the physical requirements of the job which include: carrying, lifting, standing and walking
- Non-standard hours of work
- Receives minimal supervision with occasional direction and very few checks of the work performed

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence

Directly Supervises:

- None

General Category:

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communications with co-workers, leadership and all others who do business with XFN
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Serves on committees as directed by the Band Administrator
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of Supervisor
- Maintains confidentiality of all information seen, heard or obtained by virtue of employment
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Email your Application to:

Leasa Williamson, Executive Assistant

Email: execasst@xatsull.com

Mail your Application to:

Attention: Leasa Williamson

Soda Creek Indian Band

3405 Mountain House Road, Williams Lake, BC V2G 5L5

Fax: (250) 989-2300

Application Deadline: **Open until filled**

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE** Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.