

## JOB OPENING

# MAINTENANCE WORKER



The Maintenance Worker effectively provides maintenance services using strong diagnostic, repair, and organization skills to coordinate repairs, purchase of supplies, for the scheduling of preventative maintenance and to report 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, plumbing and mechanical duties to band office buildings and possibly residential housing when needed.
3. Checks windows and doors to ensure they are secured properly with locks as required and are in good operating condition
4. Changes any broken or worn fixtures, including light bulbs
5. Perform routine checks on band office buildings HVAC systems, record findings and report to supervisor
6. Notifies supervisor immediately of any significant damage to buildings or equipment
7. Provides grounds keeper service which includes lawn mowing, weed whacking, plant and shrub care; this care could be extended to the Rose Lake Dams site, water treatment plants, reservoirs and compound.
8. Clear stairs and walkways of snow and sanded these areas when slippery during the winter months
9. Obtains supplies for maintenance as required.
10. Maintains fire hydrant and curb stop visibility through vegetation removal and painting.
11. Inventories all equipment and supplies in maintenance yard; maintains this yard so that it is clean, tidy and organized.
12. Helps create a safe and healthy environment with well-maintained facilities
13. At times participate in various community, council and committee meetings.
14. Receives daily and weekly workload from supervisor and reports on the progression of this workload daily.
15. Other duties as assigned or required

### **Qualifications**

#### **Education:**

- Graduation from High School Grade 12 or equivalent
- Registration in an entry-level foundation program and pre-apprenticeship training is encouraged and any trade would be an asset

#### **Competencies, 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:**

- Two to five years maintenance or related experience

#### **Working Conditions:**

- Travel may be required
- Hazards may include the 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.
- Standard hours of work but may be altered at times.
- Receives direction, then expected to perform to meet expectations with supervision.

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**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

**General Category:**

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open, honest 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.
- 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

**Wages:** \$19-25 per hour depending on experience

**How to Apply:**

Please provide a cover letter and resume

**Email your Application to:**

Human Resources  
Email: [hr@xatsull.com](mailto:hr@xatsull.com)

**Mail your Application to:**

**Fax to:** 250 989-2300

Attention: Human Resources  
Xat'sull First Nation (Soda Creek First Nations)  
3405 Mountain House Road,  
Williams Lake, BC V2G 5L5

**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.

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