

JOB OPENING

BUILDING & WATER OPERATOR



The Building Operator/Water Operator provides maintenance and support services in the community. This role requires strong maintenance skills, problem assessment and the ability to perform inspections on a regular basis.

WHY WORK HERE: We believe that in order to get the best out of our employees we have to make sure our employees are well taken care of. We don't just offer a standard benefits package but go beyond what's expected. Outside of competitive wages and excellent benefits, we offer a friendly work environment and support professional development. Finally, working at XFN, you will be leading meaningful work to support our community for the benefit of current and future generations. Our primary goal is to make our members' lives better both now and in the future.

We are a Northern Secwepemc Nation, in the Cariboo, surrounded by a vast network of forests, lakes and rivers, grasslands, mountains beautiful neighbourhoods, wonderful people and a rich cultural history. Adventure and exploration await you in this lifestyle abounding in nature, outdoor activity, and wildlife.

HOW TO APPLY: Please provide a cover letter and resume to our Human Resources department:

Email your Application to:

Human Resources
Email: hr@Xatsull.com

Mail your Application to:

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

DEADLINE: Open until filled

WAGE: \$25 to \$30/hr

Duties and Responsibilities

1. Inspections all components of the commercial and office buildings including water treatment plants for proper function, this includes HVAC and the ability to make the necessary repairs
2. Tests water quality on a weekly basis and records data for all water systems, also monthly and quarterly testing will be done.
3. Check pumps, chlorine levels, flush hydrants and record daily water usage.
4. Maintains the slow sand filter system and iron/manganese removal filter system in proper working order
5. Performs day-to-day maintenance and minor repair duties for all assigned buildings
6. Checks and maintains heating system in the water buildings on a regular basis
7. Identifies repairs and completes work orders; obtains quotes for repairs as required
8. Maintain the water plants grounds in the way of grass and shrub trimming and snow removal
9. Purchase supplies for maintenance repairs as required
10. Trim grass around fire hydrants to kept clear and visible, also locate the ID markers for the curb stops. Fire hydrant servicing will also be required
11. Prepares and submits regular activity reports and statistics to appropriate agencies, such as First nation Health Authority, and the community
12. Completes and maintains accurate records for conditions in the water plants; complies with reporting requirements
13. Maintains, operates and reports on the conditions of Rose Lake Dam
14. Participates in various community, council and committee meetings
15. Other duties as assigned or required such as plumbing, electrical, carpentry, small engine repair but not limited to these, there will be other duties as required.
16. Reports to supervisor when or before making any adjustments to the water system or building HVAC.

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 or equivalent
- Level 1 Water Operator Certificate
- Possibility of training the right candidate if no water certification
- Building Operator Certification or Building Operator Experience

Competencies:

The Building/Water Operator should demonstrate competence in some or all of the following:

- Data Analysis - gathers, analyzes, and acts on information gathered as well as team and individual performance data
- Accountability – holds self accountable for achieving goals and personal development; delivers on commitments
- Communicating information – creates an environment where open, honest communication is valued and develops strong, cooperative relationships
- Planning & Organizing – plans and organizes time effectively to meet goals and timetables visualizing needs for the future

Skills and Abilities:

- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the beginner level (only require basic functions)
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture
- Problem Solving – uses critical thinking skills to analyze problems systematically, organise information, find root causes and generate options or solutions
- Plumbing, electrical, carpentry, automotive, electric motor and HVAC
- Use of power tools

Experience:

- Prefer two to three years as a building operator and water analysis
- Building maintenance and HVAC

Working Conditions:

- Travel will be required
- Hazards may include use of commercial/industrial cleaning chemicals, chlorine, 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
- 8:30 to 4:30 at 7 hours per day but may fluctuate
- Receives direction from supervision and is required to report progress daily

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
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

General Category

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communication with co-workers, board members and all others who do business with the society and band members
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Serves on committees as directed by supervisor
- Takes responsibility for identifying and upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of the 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.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.