

## JOB OPENING

# GROUNDKEEPER / SOLID WASTE CHAMPION



The Groundskeeper/Recycle/Solid Waste Champion is responsible for performing Recycle and Solid Waste Duties twice a week, snow removal and yard upkeep.

### **Duties and Responsibilities:**

1. Performs all duties and responsibilities in accordance with the Xats'ull First Nation policies, standards and procedures and as directed by the Infrastructure Manager
2. Maintains confidentiality on all matters relating to the affairs of the Xats'ull First Nation

### **Grounds Keeper Program:**

1. Assists Capital Infrastructure Manager with the organizing, scheduling, and day-to-day maintenance duties for all assigned buildings, developing an organized approach to repair and scheduling preventative maintenance:
2. Recycle and Solid Waste Collection; will be required twice a week usually Thursday and Friday, training will be provided. Summer daily needs will consist of lawn mowing/weed whacking, planting flowers and trees and tending to them, painting and minor repairs to the buildings, pest and insect control, sweep sidewalks and stairs (keep free of debris at all times), keep grounds free of garbage, keep welcome sign in good condition, dig water bars on road for water diversion, replace damaged siding and skirting on Infrastructure Building, add water to all building drains once a month or as needed, lending a hand to other departments when requested for menial tasks, pick parts up in town for department managers, ensure the outside manhole drains are functional and any other jobs your supervisors deems fitting. Some of these tasks will carry through the entire year.

Soda Creek Cemetery will require maintenance in the spring, summer and fall months in the form of grass cutting.

Winter daily needs will consist of snow removal from all sidewalks and stairs and sanding and salting of these areas (worker will be expected to come in one hour early to tend to the snow removal), snow removal and sanding will also include walkways to and from buildings and near gates and where employees and public park their vehicles, ensure that sand and salt is available at all entrances, stairs and gates, gather garbage in and around the compound on a weekly basis and take to dump, ensure all water and garden hoses are drained, coiled up and hung for winter, ensure sand bags are full and there is an adequate supply at compound for distribution, address any icy condition ASAP.

Snow Plow Removal – all snow in and around the band buildings and community housing at Deep Creek and Soda Creek Reserves will be removed and sanded with a snow plow truck; the days and times needed for this will fluctuate based on snow fall, however, this snow removal will be expected to be removed before the start of the business day.

3. Maintains all playgrounds
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. Maintains fences
7. Assists with the inspection, maintenance of fire protection equipment
8. Obtains supplies for maintenance as required
9. The Grounds Keepers tasks will also consist of any other jobs deemed fitting by his/her immediate supervisors as they come available.

### **Administration:**

1. Assists in the development of the Xats'ull First Nation Occupational Health and Safety Program
2. Assists with the labeling, inventory, storage and removal of chemicals, waste materials, and other products of an environmental and safety concern
3. Assists with community functions, events and meetings when requested
4. Inventories all equipment and supplies in maintenance yard and ensures the yard is clean, tidy and free of debris  
\*\* All tool and equipment that the grounds keeper uses will be used in safe and respectable manner at all times. These tools and equipment must be signed out prior to any use and reported to the supervisor. The supervisor will inspect and ensure the tools and equipment are in proper running condition prior to the release of tools and will complete this process again when the tools and equipment are returned. \*\*
5. Creates a safe and healthy environment with well-maintained facilities
6. Participates in various community, council, and committee meetings
7. 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*

# JOB OPENING

## Qualifications

### Education and Experience:

- Grade 10 or higher
- Prefer apprentice training in one of the following: building maintenance, carpentry, electrical, plumbing, heating/ventilation/air conditioning

### 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
- Knowledge of maintenance processes and best practices
- Strong organizational and time management skills
- Ability to work with the public in a courteous and tactful way
- Ability to learn computer programs for word processing, databases, spreadsheets, email and the internet to the basic level (capable of using large number of functions and feel confident using the program)
- Ability to organize, prioritize, and manage workload
- Strong oral and written communication skills
- Ability to work cooperatively with other departments
- Lifestyle consistent with the importance and responsibility of the position

### Experience:

- Minimum Two to Three (2-3) years related experience but will also provide training

### Working Conditions:

- Ability to perform the physical requirements of the job which includes carrying, lifting, bending, climbing, standing and walking and working in all weather conditions
- Work will happen outside in all weather conditions
- Non-standard hours of work
- Receives minimal supervision with occasional direction and very few checks of the work performed
- Travel may be required

### 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 License
- Must be able to obtain and maintain WHMIS certification

### 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, board members and all others who do business with the society or member bands
- 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 Infrastructure Manager
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of the supervisor
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

### How to Apply:

1. Please provide a cover letter and resume

**Salary:** \$25-\$30 per hour

### Email your Application to:

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

**Application Deadline:** Open Until Filled

### Mail your Application to:

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

*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.*

---

---