

INTERNAL RE-POST # 2018 – 035



TITLE: Building Maintenance Worker
REPORTS TO: Capital Works Manager
LOCATION: Capital Works Building (in office and in field)
VEHICLE/CELL: For work purposes
DRESS CODE: Required, PPE required
AUTHORITY: No
TERM: Full time, temporary (October 2018 – August 2020)
SALARY: Grade 4 (\$41,622 - \$47,067: median cap), pending qualifications
CLOSING: November 09, 2018 at 4:30 p.m.

SUMMARY / SCOPE

Under the direction of the Capital Works Manager, and working and liaising with the Housing Coordinator, this position provides building maintenance services to assist in the operations and improvements of the community's capital assets and infrastructure. Primary responsibilities of this position include providing maintenance services and repairs for community buildings, houses, and other capital assets. The work primarily involves performing carpentry duties, and having a working knowledge of plumbing and heating systems, and will include work or assistance to certified trades on any area of a building or home for the purpose of maintaining that building. This position is required to provide building maintenance services to any of our reserves, and as such, at times will be required to travel to other reserves to complete tasks. This position will cross-train with other maintenance positions and will ensure that all guidelines and safety regulations are being met and followed and that the overall mission and values and policies of the organization are being adhered to. Other related duties as required.

Candidate Profile:

The Building Maintenance Worker must have a positive outlook and a high level of energy. The successful candidate is able to work independently while positively contributing to a teamwork environment and has experience managing and completing multiple projects within established timelines. The position must place safety objectives above all else. Core competencies will include:

- Safety and Trust
- Information seeking and communication
- Planning, Organizing and Coordinating
- Identification of Building Elements
- Responsible and Reliable
- Applying Math and Blueprints
- Self-control and professionalism
- Carpentry I Competencies

MINIMUM QUALIFICATIONS

- Mature individual of professional presentation with a minimum grade 10 education; or an equivalent combination of education and building maintenance experience.
- Minimum 5 years' experience working in carpentry/building maintenance trade and proficient building knowledge, skills, and experience, to maintain capital assets including commercial properties and public housing stock.
- Experience working with carpentry best practices, and building codes.
- Physically fit and able to work long days outdoors in extreme weather and able to lift weights in accordance with Work Safe Regulations and adhere to all PPE requirements.
- Experience working with safe work procedures, safety rules and regulations.
- Experience trouble shooting plumbing and heating systems to communicate difficulties to trades.
- Experience with hand tool and electrical equipment operations.
- Experience with mathematic calculations related to building and reading and interpreting blueprints.
- Able to work as a team member and work and maintain harmonious relationships with co-workers, building managers, home owners, renters, and trades.
- Able to work flexible hours and to adjust schedule as necessary; rotational weekends/evening call-outs.
- Good interpersonal, documentation and time management skills.
- Able to provide own transportation to and from work.
- Successful completion of a criminal record check.
- Valid Class 5 driver's licence and clean driver's abstract.

DESIRED QUALIFICATIONS

The aforementioned as well as:

- Completion of Grade 12.
- Journeyman or a 3rd apprentice in Carpentry.

- Certificate in Building Maintenance. (Two-year program including on-the-job experience and off site training)
- Certificates in Confined Spaces and First Aid.
- Experience working for or a relational understanding of, First Nations Housing is an asset.
- Ability to speak Dene and/or Cree an asset.

WORKING CONDITIONS

- Will be required to lift up to 18 kilograms (40 lbs.)
- Will be required to interact with homeowners and third party service providers.
- Travel is a requirement, must be willing to travel, this may include travelling in winter road conditions to remote locations.
- Will be required to work flexible hours which includes evenings/weekends.
- May be exposed to unpleasant dealings in emotionally charged situations.
- Personal Protection Equipment required.
- Will be exposed to hazards associated with working in the outdoor environment (all seasons), and construction industry.

APPLICATION INSTRUCTIONS

Closing date: November 09, 2018 at 4:30 p.m. **Term of Employment:** full time temporary. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

** Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.