



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

EXTERNAL JOB POSTING

Job Title:	Building Maintenance Worker	Posting #:	2019-29-1.0
Department:	Community Infrastructure and Safety Services	Level:	G4-L3-C4
Location:	On Reserve	FTE:	1.0
Supervisor:	Capital Works Coordinator	Hourly Rate:	\$25.17
Key Areas:	Security, Buyer, Driver, Operator, Public Contact, Assets, Supervision, Reporting	First Posted:	01-09-2019
Effective Date:	July 2019	Closes:	When Filled

SUMMARY / SCOPE

The primary responsibilities of the Building Maintenance Worker is to provide building maintenance services to assist in the operations and improvements of the community's capital assets and infrastructure. Primary responsibilities of this job 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 worker 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 worker will cross-train with other maintenance workers 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 has in-depth carpentry competencies and a good level of energy and is physically fit to perform the work, and has good interpersonal skills including good listening skills to gather information and to ask questions in order to carry out assigned tasks and to provide routine information and direction to others; and gaining the cooperation of other employees to complete work tasks. The Building Maintenance Worker has good written and verbal communication skills and communicates with the Tradespersons, Engineers, engineering aides/technicians, contractors and equipment operators, as well as with co-workers, building managers, home owners, renters, and the supervisor, regarding daily work tasks and assignments. May occasionally also have contact with occupational health and safety committee members, and the general public.

COMPETENCIES

- Safety/Hazard Assessment
- Planning and Coordination
- Identification of Building Elements
- Listening
- Follow Instructions
- Carpentry I Competencies
- Communication/Directing
- Operate Tools/Equipment



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MINIMUM QUALIFICATIONS

- Mature individual of professional presentation with a minimum grade 12 high school diploma, supplemented by completion of a 3-4 year apprenticeship program; or a combination of four to five years of work experience in the trade and some high school, college or industry courses in carpentry required to be eligible for trade certification.
- Four to five (4-5) years' experience performing carpentry and maintenance and repair works.
- Some experience working with other Tradespersons and a relational understanding of electrical equipment and plumbing and heating systems, for the purpose of communicating difficulties and troubleshooting with Tradespersons.
- Experience purchasing, picking-up and delivering supplies.
- Good interpersonal skills and ability to interact well with employees and the public.
- Organized and able to handle competing priorities and meet deadlines.
- Good communication skills (written and oral); ability to listen to understand and ask questions for clarification.
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email.
- Satisfactory completion of a police information check.
- Valid BC Driver's License.
- Satisfactory driver's abstract.

DESIRED QUALIFICATIONS

The following are considered assets:

- Certificate of training in Building Maintenance (two-year program).
- Read Seal certification.
- Certificates of training, such as, H2S, OFA1 with TE, WHMIS, OHS, Fall Protection, Ladder and Scaffold, Confined Space Entry, Traffic Control Persons ticket/certificate, Chainsaw Level II, Bear Aware.
- Previous experience coordinating workloads and directing other workers.
- Previous experience working for a First Nation's community, or a relational understanding of capital assets and infrastructure.
- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree.

WORK CONDITIONS

- Lifting and moving materials weighing up to 50 lbs occurs occasionally. Lifting or moving objects over 50 lbs. is performed occasionally: objects can include tools, bags of garbage, lumber, supplies, furniture and snow.



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- Walking is required to perform basic surveying work and related field work. Work activities require driving to purchase and deliver materials, climbing over terrain and working in awkward positions.
- A variety of hand tools, power tools, and machinery are used including jackhammers, picks and shovels, chainsaws and survey equipment which requires precision work and physical manipulation.
- Occasion requirement to work in awkward or cramped positions or body movements when working in confined spaces.
- Interacts with Tradespersons, Engineers, engineering aides/technicians, contractors and equipment operators, supervisor, co-workers, maintenance staff, and contact with general public.
- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Manual or physical activities include a regular requirement to use gross motor skills: includes, bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting.
- Auditory concentration is required to listen attentively, to be alert and to obtain and interpret information correctly.
- Auditory concentration or strain is experienced occasionally when operating loud machinery such as a drills or jackhammer.
- Visual concentration or alertness is required on a regular basis when operating tools and equipment to ensure the safety of self and others.
- Alertness and concentration are required when using power tools to ensure proper and safe handling of the tools. Higher than normal levels of attentiveness and or alertness for the health and safety of self and others is required constantly when operating equipment such as a power tools, and machinery such as snow blower, wiper snipper, brush saw, etc..

APPLICATION INSTRUCTIONS

Closes: Open until filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *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 reply.

* 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.