



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL JOB POSTING

Job Title:	Housing Maintenance Worker	Posting #:	03-2022
Department:	Community Infrastructure and Safety Services	Level:	G3-L2-C3
Location:	On Reserve, primarily IR2, and remote IR's	FTE:	1.0
Supervisor:	Housing Coordinator	Rate Range:	\$23.73-\$26.71
Key Areas:	Safety, Purchasing, Driver, Operator, Public Contact, Assets, Supervision, Reporting	First Posted:	2022-01-27
Effective Date:	January 2022	Closes:	When Filled.

SUMMARY / SCOPE

The primary responsibilities of the Housing Maintenance Worker is to provide housing maintenance services that assist in the operations and improvements of social housing and elder's housing assets and related infrastructure. Adhering to building codes and industry best practices, this work involves performing manual and skilled carpentry labour and maintenance duties, and having a working knowledge of plumbing and heating systems, and will include working with or providing assistance to certified trades in any area of a building or home for the purpose of maintaining that structure. This worker may be required to provide elder's housing maintenance services on any of our reserves, and as such, at times will be required to travel to other reserves to complete these tasks. This employee will ensure that all guidelines and safety regulations are being followed and met and that the overall safety and maintenance goals of the department are being met. Other related duties as required.

Candidate Profile:

The Housing Maintenance Worker possesses a wide breadth of carpentry competencies and a good level of energy and physical fitness 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 workers to complete tasks. This worker has good written and verbal communication skills and communicates with 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 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
- Building Codes
- Listening
- Follow Instructions
- Interpret Blueprints
- Communication/Directing
- Operate Tools/Equipment

MINIMUM QUALIFICATIONS



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL JOB POSTING

- Mature individual of professional presentation with a minimum grade 12 high school diploma, supplemented by college or industry training courses in maintenance or related subjects.
- Minimum 19 years of age.
- One to two (1-2) years' experience assisting trades in building maintenance and repair work.
- 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.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccination.
- Satisfactory completion of a police information check.
- Valid BC Driver's License.
- Satisfactory driver's factor report/abstract.

DESIRED QUALIFICATIONS

The following are considered assets:

- Certificate of training in Building Maintenance (two-year program).
- 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 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

- Must be able to lift and move 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.
- 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.



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL JOB POSTING

- 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 sniper, brush saw, etc..

APPLICATION INSTRUCTIONS

Closes: When 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.