



Fort Nelson First Nation

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INTERNAL-EXTERNAL JOB POSTING

Job Title:	Housing Maintenance Worker – Red Seal Carpenter	Posting #:	2019-30-1.0
Department:	Community Infrastructure and Safety Services	Level:	G4-L3-C5
Location:	On Reserve	FTE:	1.0
Supervisor:	Housing Coordinator	Rate Range:	\$25.93-\$34.87
Key Areas:	Security, Buyer, Driver, Operator, Public Contact, Assets, Supervision, Reporting	First Posted:	01-09-2019
Effective Date:	September 2019	Closes:	When Filled

SUMMARY / SCOPE

The primary responsibilities of the Housing Maintenance Worker (Red Seal Carpenter) is to provide housing maintenance services that assist in the operations and improvements of social and elder’s housing assets and its related infrastructure. Utilizing building codes and industry best practices, the work involves performing manual and skilled 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 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. As a certified Red Seal/Journeyman Carpenter, this employee will supervise and guide apprentice carpenters 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. Other related duties as required.

Candidate Profile:

The Housing Maintenance Worker is a certified Red Seal Carpenter and has a wide breadth of 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. This 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
- Building Codes
- Listening
- Follow Instructions
- Red Seal Certified
- Communication/Directing
- Operate Tools/Equipment
- Interpret Blueprints



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MINIMUM QUALIFICATIONS

- Red Seal Carpentry 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:

- Experience working with CAD Software
- 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.
- 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.



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- 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.