



Fort Nelson First Nation

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EXTERNAL POSTING

Job Title:	Housing Maintenance Worker	Posting #:	11-2024
Department:	Community Infrastructure & Safety Services	Grade:	4
Location:	On Reserve, Multiple Sites Served	FTE:	1.0
Supervisor:	Housing Manager	Starting Rate:	\$26.70/hr.
Key Duties:	Safety, Purchase, Driver, Operator, Public Contact, Assets, Supervision, Reporting	First Posted:	2024-04-11
Effective Date:	Immediate, full time permanent	Closes:	When Filled.

Job Scope

The primary responsibility of a Housing Maintenance Worker is to participate in the maintenance and construction operations that support the social housing stock of the organization, as well as Elder-owned homes. This position works daily with building codes and carpentry best practices, and regularly performs mathematical calculations and reads and interprets blueprints. Primary work includes performing manual and skilled carpentry labour for maintenance services. This work involves having a knowledge of plumbing and heating systems, and includes working with or assisting Tradespersons in any area of a home for the purpose of maintaining that home; the associated construction activities involve operating various types of tools, equipment and machinery, and from time to time assists the Housing Manager in coordinating and directing the work of other employees. Daily tasks and activities are well-defined and are assigned and reviewed by the supervisor for adherence to instructions. This work is highly structured and approval is required for all deviations from assigned work. Tasks are assigned by the Housing Manager in either verbal or written format, and decisions are made by the immediate supervisor or actions can be taken after approvals are granted.

This position coordinates and performs a variety of work tasks and general maintenance work to make social housing and Elder-owned homes safe. The work also includes providing security/safety measures to safeguard buildings, equipment, work sites, and personnel. A key element of success for this position is an awareness and knowledge of reference materials to assist in addressing problems, challenges and issues, and includes, regulations, written policies, procedures and guidelines, as well as maintenance and work schedules and check lists, and equipment and tool manuals and reference handbooks, and WHMIS manual and data sheets. Other related duties as required.

Candidate Profile

The Housing 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. 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.



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Preferred Qualifications

Experience:

- 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.

Knowledge:

- 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.

Skills:

- Good interpersonal skills and ability to interact well with employees and the public.
- Good communication skills (written and oral); ability to listen to understand and ask questions for clarification.
- Proficient computer skills and ability to use MS Office and Google Workspace™ applications.

Abilities:

- Ability to organize and prioritize workload to meet deadlines.

Other (required):

- Compliance with BC Immunization program, TB Screening, and FNFN's COVID-19 vaccination policy.
- Satisfactory completion of a police information check is required.
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.

Optional:

- 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.
- Ability to speak Dene and/or Cree.

Work Conditions

This work mainly takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. There is a requirement to be on-call and work weekends as necessary. There is a requirement to travel to several sites on reserve. There is a requirement to wear safety boots at all times. Other personal protective equipment may be required when performing specific tasks. Overtime may be required from time to time, as authorized by the manager.



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Compensation

Remuneration: Competitive hourly wage, 35-hour standard work week, comprehensive benefits (health/dental, insurances, weekly indemnities), pension, and 3 weeks vacation. Rate offered to the successful applicant is pending certification(s), experience, knowledge, skills, abilities and other attributes.

Lifestyle: This unique work opportunity offers a life experience in one of the most beautiful and affordable places to live in Canada. Fort Nelson is a regional municipality with year-round indoor and outdoor recreation and cultural activities. Explore the 'Serengeti of the North' in our super natural Northern Rockies, British Columbia!

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: recruitment@fnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements 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.