



**KTUNAXA
NATION**

We invite you to apply for the position of...

MAINTENANCE WORKERS – MENTEE PROGRAM

(2) Two Opportunities

CORE SERVICES

CONTRACT – 1 YEAR

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY:

The Mentee Worker will observe, assist and participate in a wide variety of general and semi-skilled maintenance and repair activities and will be expected to learn and perform in many different areas (eg. carpentry, painting, electrical, plumbing, etc.) and apply these skills with the support and supervision of Senior Maintenance personnel at various buildings and office sites. This encompasses a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensure that tools, materials, and vehicles are kept in good working order. The successful candidate/mentees will be a very self-motivated and self-starting team member. Our hope is that these two mentees will gain experience in various roles employed through the Ktunaxa Nation Council to assist in understanding and further pursuing trades and apprentice programs. This could also move the appropriate Mentee into a permanent maintenance position after a successful one-year contract.

Duties & Responsibilities:

- Identify and troubleshoot maintenance problems involving electrical, structural, plumbing, mechanical, HVAC and equipment repair or replacement.
- Performs preventive building maintenance duties; completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Cleans buildings and grounds areas as needed and/or assigned for the purpose of providing an effective working environment, preventing damage and/or limiting liability exposure.
- Maintains tools and equipment inventory for the purpose of ensuring availability in safe operating conditions; ensuring proper storage procedures.
- Use hand and power tools to repair indoor and outdoor fixtures; repair furniture.
- Painting/Installations/Assembly: Enhance or improve the physical environment by painting, installing fixtures or blinds and assembling furnishings or shelving. Assist with technology installations.
- Grounds Maintenance: Mow, weed, fertilize, water, seed lawns, trim shrubs and perform other basic landscaping tasks.
- Snow and Ice Removal: Ensure that sidewalks are free from snow and ice, that salt is applied when needed to remove pedestrian and vehicular hazards.
- "Set up" for meetings and conferences; pick up and deliver parcels; assist with recycling for the organization.
- Daily journaling
- Receive instruction and constructive criticism from Senior Maintenance and other Facilities staff and apply this advice/knowledge and lessons to daily tasks.

WORKING CONDITIONS

Physical Environment

- All work is very physical and requires a high degree of strength, flexibility, and stamina.
- Exposure to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration.
- Exposed to moving mechanical parts.
- The noise level is moderate to occasionally loud.

Physical Effort

- There is a requirement to be able to lift heavy boxes, objects and to move furniture.
- Manual dexterity is required in using a wide range of tools and equipment.
- The employee is frequently required to; stand, walk, climb, balance, stoop, kneel, crouch and crawl. The employee must be able to talk and hear.
- The employee will be required to use hands and arms to signal, handle, feel, or reach.
- The employee is occasionally required to sit.
- The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, colour vision, and depth perception.

QUALIFICATIONS:

Academic Preparation

- Grade Twelve Graduation Diploma

Required Skills, Knowledge and Experience

- Willingness to learn
- Self-motivated with the ability to take initiative
- Ability to read and comprehend instructions
- Understanding of, and commitment to quality and safety
- Ability to establish and maintain effective working relationships with employees and the general public.
- Valid BC Driver's License **is mandatory** for this position

Come with your willingness to learn!

Please submit your cover letter and resume
telling us what attracts you to the position and how your experiences relate.

**Human Resources
Ktunaxa Nation Council
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CLOSING DATE: OPEN UNTIL FILLED

We thank those who apply; however, only those selected for an interview will be contacted.

Revised June 24th 2021