



**KTUNAXA
NATION**

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

MAINTENANCE WORKER

CORE SERVICES- FACILITIES DEPARTMENT

TERM SPECIFIC – FULL-TIME

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 Maintenance Worker position performs a wide variety of general and semi-skilled maintenance and repair activities (eg. carpentry, painting, electrical, plumbing, etc.) for a number of buildings and office sites. This encompasses a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials, and vehicles are maintained in good working order. Responsible for ensuring that any potential hazards are taken care of and that acts of vandalism are handled properly. Responsible for grounds maintenance.

DUTIES & RESPONSIBILITIES:

- Troubleshoots maintenance problems involving electrical, structural, plumbing, mechanical, HVAC and equipment repair or replacement. Installs system component parts (eg lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) to provide a safe and workable environment.
- Performs preventive building maintenance duties; completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Coordinates with the senior maintenance worker to assist skilled tradesmen or workers with projects to complete projects in a safe, effective and efficient manner.
- Cleans buildings and grounds areas as needed and/or assigned to provide an effective working environment, prevent damage and/or limit liability exposure.
- Maintains tools and equipment to ensure 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 and 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.
- Responds to emergencies during and after hours to resolve immediate repair and/or safety concerns.
- Safety: Ensure that all systems and equipment are “to code’ and safe.

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, and objects and move furniture.
- Manual dexterity is required in using a wide range of tools and equipment.
- The employee is frequently required to stand, walk, or feel reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl, talk, or hear.
- 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 (12) Graduation Diploma

Required Skills, Knowledge and Experience

- A valid BC Driver’s License and access to a reliable vehicle
- 3 years of related experience.
- Background in carpentry, welding, engines, plumbing and electrical systems including codes.
- General knowledge of boilers and Heat, Ventilation, and Air Conditioning (HVAC).
- Ability to read and comprehend instructions
- An understanding of and commitment to quality and safety
- Ability to establish and maintain effective working relationships with employees and the public.
- Experience and versatility with a wide range of tools, equipment, troubleshooting, and repair techniques

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Successful candidates must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement.

Internal Ktunaxa staff and Ktunaxa people are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered.

Come with your willingness to learn!

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

**Human Resources
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Fax: (250) 489-2438**

CLOSING DATE: Open until filled

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