



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
PHONE 250-742-3260
FAX 250-742-3411

JOB TITLE: Maintainer

DEPARTMENT: Housing and Public Works Administration

Working under the support and supervision provided by Asset Manager or designate in Housing and Public Works Department, and with Operation Manager. Strong leadership and communication skill are required as the Maintainer.

Knowledge, Skills, and Abilities:

- Knowledge and understanding of Ulkatcho First Nations Housing and Public Works Administration.
- Excellent written and interpersonal communication skills and the ability to work effectively with a variety of people.
- Ability to take direction of all O&M Programs within the Ulkatcho First Nation.
- Tolerance and sensitivity to the needs of every individual that you work with.
- Computer Skills is an asset.
- Ability to maintain a professional demeanor and confidentiality.
- Ability to follow directions and work independently on minor repairs and maintenance
- Carpentry and plumbing experience, certification is an asset
- Knowledge of hardware parts and materials
- Class 5 Drivers licence – with clean Drivers Abstract
- Recent Criminal record check

Responsibilities:

- Take directions from O&M Director/Ulkatcho Asset Manager or designate, for request for service from Ulkatcho Band Members.
- Coordinate all request for services in such a way to meet ISC/CMHC policies and procedures.
- Be able to work with the Ulkatcho Community members.
- Knowledge of the current housing inventory for Ulkatcho First Nation.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings.
- Meet the freight truck if there is material coming in and put in storage.
- Keep an inventory of all material in warehouse, and ensure that material goes to the proper address.
- Assist Water & Wastewater Coordinator with services that may need to be done.
- Understanding emergency and preventive maintenance practices for water and wastewater systems, housing and roads.
- Report to the Ulkatcho First Nation Public Works/Housing.
- Assist in new construction, and renovations.
- Other duties as assigned supervisor.
- Have your own vehicle, and telephone is an asset.
- Keep a daily log sheet of all activities

A willingness to participate in training sessions directly related to the position is a requirement.

Please submit you resume to jslingerland@ulkatcho.ca or hand deliver to Jeff Slingerland at the band office. We welcome all candidates. However, only successful candidates will be contacted for an interview.

Closing Date: September 11, 2020