

# INTERNAL JOB POSTING

## OPERATIONS & MAINTENANCE WORKER

We are the **Kwakiutl Band Council** and we love what we do! We are a dynamic team of professionals serving the community. If you have a can-do attitude, are highly organized, flexible & want to be part of a busy team then we'd love to hear from you!

The **Operations & Maintenance Worker (OMW)** oversees all operations and maintenance functions of the Kwakiutl Band Council's (KBC) buildings, assets and grounds. He or she is responsible for coordination and execution of general construction, maintenance, servicing and repair to buildings (interior & exterior), equipment, furnishings, and fixtures. The OMW ensures that all grounds on Reserve are properly cared for—creating a safe and welcoming environment for everyone.

### DUTIES / RESPONSIBILITIES

- Provides budget and updates for the Operations & Maintenance (O&M) Dept
- Follows all Kwakiutl Band policies and protocols
- Develops a yearly plan for KBC's buildings, assets & grounds for the Band Managers approval
- Works on water system, sewer systems, roads, bridge repairs, maintenance and hydro-related activities
- Works on general repairs, maintenance and light construction
- Sources and coordinates contractors when needed (such as plumbers, electricians, and experts in various fields) requesting quotes and budgets to be approved by the Band Manager
- Negotiates, problem-solves and resolves conflict
- Works with various government agencies and regulatory authorities on various issues (like cleaning hydrants)
- Researches and sources heavy-duty equipment and the purchasing thereof
- Any other duties or projects as assigned by the Band Manager
- Understands and adheres to all WorkSafe BC's guidelines/regulations for safety:
  - Learn and follow health and safety requirements affecting job in O&M Dept.
  - If you don't know how to do something safely, ask for training *before* you begin work (this applies to management and employees alike)
  - Work safely, encourage everyone on the site to do the same
  - Correct any unsafe conditions and/or immediately report them to the Band Manager
  - Immediately report any injury to a first-aid attendant or supervisor
  - Take initiative to create and reinforce a solid safety culture
  - Encourage and implement suggestions to improve health and safety in the Dept.

### REQUIREMENTS

- Two (2) years or more working in a similar role / industry
- Minimum Grade Twelve (12) Graduation
- Some administrative experience working with budgets and funding applications

- Good computer / software skills
- WHMIS & First Aid (or willing to obtain)
- Basic project management skills / experience
- Certification in water systems, pumphouse, hydrants etc.
- Basic understanding of residential / commercial repairs and maintenance
- Basic understanding of electrical, plumbing and construction practices
- Basic understanding of sewer systems for maintenance and repairs
- Basic understanding of roads, culverts and proper ways to maintain them
- Purchases and maintains machinery, equipment, tools—and associated repairs
- Knowledge, experience in asset control, ordering materials and supplies for maintenance operations
- Well-honed conflict resolution, negotiating and problem-solving skills
- Good interpersonal / communication skills and the able to work with all types of people
- Excellent multi-tasker – good at managing/prioritizing an assortment of jobs all at once
- Maintains confidentiality as per KBC's *Personnel Policy*
- Knowledge of Kwakiutl cultural traditions, practices and protocols
- Must be willing to submit to pre-employment and post-incident drug / alcohol testing
- Clear Vulnerable Criminal Record Check is mandatory
- **Must be self-motivated, accountable and driven to get the work done**

**Term:** Full-time, 8:00am to 4:00pm, Monday to Friday (occasional hrs on weekends/evenings)

**Compensation:** \$45,000.00 per annum (benefits/pension option after 3 months)

**Competition Closes:** August 4th, 2021 at 4:00pm



Please forward your cover letter and resume via e-mail for fax to:

**Dorothy Hunt, Acting Manager, Kwakiutl Band Council**  
**99 Tsakis Way, Box 1440 Port Hardy, BC, V0N 2P0**  
**Councillor-5@kwakiutl.bc.ca Fax: (250) 949-6066**