



EMPLOYMENT OPPORTUNITY

POSITION: **Carpentry Apprentice**
SUPERVISOR: Operations and Maintenance Manager or Designate
WAGE: \$18 - \$24 per hour, dependent upon experience, knowledge and suitability
STATUS: Permanent Full-Time Position in Atlin British Columbia
CLOSING DATE: November 4th, 2016 4:00 pm

POSITION SUMMARY

Reporting to the Operations and Maintenance Manager or designate, the Carpentry Apprentice is responsible for assisting with assessing, building, installing, and repairing structures, fixtures, furniture, equipment and other items using different types of tools and materials, under direction of supervisors.

DUTIES AND RESPONSIBILITIES

1. Conducts inspections and performs maintenance on or coordinates maintenance on the equipment in homes such as furnaces, plumbing, electrical, carpentry and ensure maintenance requests are responded to in a timely manner
2. Performs maintenance and repairs on TRTFN housing. Receives and reviews maintenance work orders for repairs, records work orders and authorizes purchase orders
3. Estimates costs for maintenance activities and provides information to Operations and Maintenance/Housing Administrator for review and approval
4. Investigates a variety of maintenance complaints in situations where field checks are necessary. Provides routine and special reports to Operations and Maintenance/Housing Administrator or Manager, Capital Projects and Housing as appropriate
5. Picks up and disposes garbage for TRTFN residents on a weekly basis
6. Removes snow and ice from TRTFN roofs when necessary
7. Participates in the preparation of housing contracts for tender, obtaining competitive construction bids, inspecting housing construction to ensure compliance with contracts and quality of housing being constructed, reviewing construction claims when stages of completion are done to support claims submitted
8. Maintains contact with contractors regarding maintenance projects for TRTFN
9. Attending relevant workshops, training sessions, seminars on housing and maintenance to develop personal skills in order to bring professional qualifications to position and to the efficient operation and benefit of the TRTFN
10. Other maintenance duties as required

EDUCATION AND EXPERIENCE

Completion of Grade 12, or willingness to take training that will be provided. Physically able to lift up to 50 lbs and perform other physically demanding duties. Committed to ensure a safe workplace and ability to work as a team player. Previous experience working with First Nations, and in carpentry or other trade an asset.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Criminal Record Check

APPLICATION PROCESS

To obtain a more detailed job description or to submit a resume contact: Executive Assistant at (250)651-7904 Fax: (250)651-7908 Email: executive.assist@gov.trtfn.com or mail to TRTFN • Box 132 • Atlin BC • V0W 1A0.

We thank all those who apply but only those who are being considered will be contacted