



EMPLOYMENT OPPORTUNITY

POSITION: **Operations and Maintenance General Maintenance Worker**
SUPERVISOR: Operations and Maintenance Manager
WAGE: \$17.80 to \$21.36, dependent upon experience, knowledge and suitability
STATUS: Full-Time Position in Atlin British Columbia
CLOSING DATE: November 18, 2016

POSITION SUMMARY

Reporting to the Operations and Maintenance Manager, the General Maintenance Worker is responsible for assisting in maintenance and repair procedures on all TRTFN buildings, utilizing skills in various trades such as painting, carpentry, minor electrical, or other recognized crafts for the purpose of maintaining, repairing the building and other related duties as requested.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include:

1. Assists and performs maintenance, repair and construction tasks in the upkeep of all TRTFN buildings and houses
2. Perform routine inspection and maintenance necessary to all TRTFN building exteriors/interiors
3. Assists and performs with installation, maintenance, repair and construction work in the basic building maintenance trades, such as carpentry, painting, electrical, plumbing, locksmith, carpet, and mechanics
4. Assists and performs functions in the construction, installation and maintenance of roofs, furnaces, water tanks, chimneys, furniture, fences, cabinets, shelving, plumbing, and a variety of other structures and items
5. Prepares and paints walls and woodwork or performs other types of refinish; installs or repairs carpet; performs custodial duties as required
6. Performs warehouse duties in the TRTFN holdings building including receiving, storage and distribution of materials, comparing all goods to PO's and delivery documentation
7. Maintains Holdings, yards, and all equipment in clean and orderly conditions
8. Inspect properties and communicate with management regarding proper grounds keeping and general cleanup and maintenance
9. Perform general grounds keeping ensure disposal areas are kept clean and in a safe condition
10. Maintains accurate records of preventative maintenance schedules, and MSDS sheets.
11. Perform scheduled safety checks throughout all buildings to ensure a safe and clean environment all staff and citizens
12. Driving the TRTFN garbage truck to facilitate the weekly garbage pick-up according to planned schedules
13. Operating small equipment such as packers, light trucks etc.
14. Operating a chainsaw to perform yard maintenance and fire smarting

EDUCATION, SKILLS SETS AND EXPERIENCE

Completion of Grade 12 with one year experience as a general maintenance worker in one or more of the basic building maintenance trades. Must be able to lift and stack objects up to 50 pounds occasionally and frequently exert 10 to 20 pounds of force to lift, carry, push, and pull or otherwise move objects. Work involves frequent periods of standing and walking, which may include climbing ladders and staircases. Work involves stooping, kneeling, crouching, twisting/turning and reaching; bending at the waist. Indoor/ out-door work environment with exposure to weather extremes.

Experience working with First Nations, and knowledge of manual and electrical hand tools an asset. Must have the ability to work a flexible schedule, which may include off-shift hours and weekend assignments.

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