

# Human Resources

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## EMPLOYMENT OPPORTUNITY

POSITION: **Operational & Maintenance Worker**  
SUPERVISOR: Operations and Maintenance Manager or Designate  
WAGE: \$23-\$28 per hour, dependent upon experience, knowledge, and suitability  
STATUS: Permanent Full-Time Position in Atlin British Columbia  
CLOSING DATE: **Open until filled- 2 positions needed.**

### POSITION SUMMARY

Reporting to the Operations and Maintenance Manager or designate, the O&M maintenance worker 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. Additionally, as required, driving vehicles.

### 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. Drives garbage truck, picks up and disposes garbage for TRTFN residents on a weekly basis.
6. Other vehicle (e.g., flatbed, service, and sewer truck) driving duties as required.
7. Removes snow and ice from TRTFN roofs when necessary.
8. 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.
9. Be willing to join Volunteer Fire Fighter Force
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.

**Benefits:** Included after 3 months of probationary period. Benefits include Medical, eyewear, dental coverage as well as a generous pension Plan.

### CONDITIONS OF EMPLOYMENT:

- **Class 2 or 3 (with air brake) driving license required with clean driving abstract records.**
- **Criminal Record Check (Required)**

### APPLICATION PROCESS

To submit a resume contact: Email: [capital@gov.trtfn.com](mailto:capital@gov.trtfn.com)

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