



POSITION	Operation and Maintenance Worker
WAGE	\$25-\$30 per hour, depending on experience, knowledge and suitability
STATUS	Permanent, full-time (72hr pay period)
LOCATION	Taku River Tlingit First Nation (TRTFN) in Atlin, BC
SUPERVISOR	Operations and Maintenance Field Supervisor
CLOSING DATE	Open until filled – <b>2 positions needed</b>
HOUSING	Not included

## **POSITION SUMMARY**

Reporting to the Operations and Maintenance Field Supervisor or designate, the O&M maintenance worker is responsible for assisting with assessing, buildings, installing, and repairing structures, fixtures, furniture, equipment, and other items using different types of tools and materials, under direction of supervisor. Additionally, as required, driving vehicles.

## **DUTIES AND RESPONSIBILITIES**

- Assists with 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.
- Performs maintenance and repairs on TRTFN housing. Receives and reviews maintenance work orders for repairs.
- Investigates a variety of maintenance complaints in situations where field checks are necessary, and reports back to the Field Supervisor.
- Assists with essential municipal services, such as Garbage pick up, Wastewater pump outs, and Water deliveries.
- Snow removal operations from around houses and building walkways, roofs, and roads.
- Attending relevant workshops, training sessions, seminars on housing and maintenance to develop and upgrade personal skills to bring professional qualifications to the position and to the efficient operation and benefit of TRTFN.
- Be willing to partake in Wildfire and Structural fire training.
- Other maintenance duties as required.

## **EDUCATION, SKILLS 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.

## **CONDITIONS OF EMPLOYMENT**

- Class 5 BC driving license required
- Criminal Record Check

**BENEFITS**

Included after 3 months of probationary period.

Benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.

**APPLICATION PROCESS**

To submit a resume or obtain further information contact: Email: [careers@gov.trtfn.com](mailto:careers@gov.trtfn.com) titled: O&M worker

No Phone calls will be entertained.

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

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.