WEST MOBERLY FIRST NATIONS

Housing Maintenance Jr Assistant

Purpose

The Housing Maintenance Jr Assistant supports the Housing Maintenance Department for the West Moberly First Nations (WMFN). The incumbent will provide quality control of the services provided to WMFN residential units and with services to clients.

Responsibilities

- Comply with submission of:
  - Criminal Records Check, including Vulnerable Sectors
  - Copies of current driver's License and Driver's Abstract
  - Copies of applicable Apprenticeship or Red Seal Certificate and any other current safety tickets and certifications
- Take direction from Housing Maintenance Supervisor and Housing Maintenance Sr Assistant
- Advise the Housing Maintenance Supervisor and Sr Assistant of any deficiencies within the Housing Maintenance Department
- Keep inventory of supplies and request replenishment as needed
- Assist in the repair of minor damages and conduct regular maintenance to residential units
- Provide quality control of the Community's residential assets and services to its members
- Other housing and infrastructure duties as requested
- Participate in a safety meeting each morning
- Participate in all job training and safety training opportunities as required for the position
- Provide a weekly report of tasks completed and skills learned to the Housing Maintenance Supervisor

Maintenance

- Evaluate homeowner and tenant maintenance requests for maintenance, repairs, renovations, and/or retrofits on residential units and advise the Housing Maintenance Supervisor of problems
- Repair minor damage and conduct regular maintenance to residential units
- Assist with determining solutions to situations that arise
- Assist elders with their maintenance requests

WMFN Vehicles, Small Engines and Equipment

- Perform vehicle, equipment, and machinery pre-trip and post-use inspections

- Perform Lock Out/Tag Out procedures as needed when defective items identified in pre-use and post-use inspections, and notify Supervisor of the deficiencies for remediation
- Check, operate and maintain all equipment, machinery, tools, safety gear, PPE, etc, as required to perform assigned duties
- Ensure vehicles, equipment, and machinery receive regular service and maintenance, and are equipped properly for service use

Other duties

- Pick up and deliver goods to and from town and other locations as requested
- Provide guidance and direction for completion of tasks given to summer students
- Assist summer students by showing how to properly operate equipment in accordance with WorkSafe BC and WMFN Safety Program requirements
- Perform related work as assigned

Competencies and Skills

Knowledge, Skills, and Abilities:

- Knowledge of WMFN policies and applicable regulations, standards and procedures, for housing construction, repairs and maintenance, renovations, retrofits, and inspections as per BC Building Codes, BC Electrical Code, BC Plumbing Code, BC Fire Code, BC OH&S regulations etc., and WMFN Building Standards.
- Basic computer skills
- Basic knowledge of small engine repair (e.g., generator, etc.)
- Operations and maintenance of a skid steer, mini excavator, and towing trailers, etc. as trained, certified and/or licensed.
- Operation of basic hand and power tools (drills, etc.)
- Basic carpentry, and handyman repairs, renovations, and/or retrofits of residential unit components or systems.
- Demonstrated organizational and self-management skills, with the ability to work effectively both independently and as part of a collaborative team.
- Strong verbal and written communications skills and ability to comfortably Ability to handle confidential information with tact and discretion.
- deal with people from a range of backgrounds in a culturally diverse environment.
- Able to work efficiently as part of a team as well as independently.
- Understanding of intergenerational effects and impacts of colonization.
- Understanding of First Nations Community genealogy, traditions, culture and history.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.

Education and Experience:

- Grade 10 completion or an equivalent combination of education and experience
- The following safety certificates are desired, but not essential, as training may be provided, including, but not limited to:
    - WHMIS 2015 certificate
    - Transportation of Dangerous Goods
    - Hazard Awareness
    - Workplace Violence
    - Lock Out/Tag Out
    - Emergency First Aid w/ CPR
    - Fall Protection (must include Fall Protection Planning and Fall Rescue Planning)
    - Confided Space Entry & Rescue
    - Ground Disturbance
    - Construction Safety Training Systems
    - Aerial Work Platform
    - Skid Steer
    - Mini-Excavator
- Possess valid driver's license and abstract
- Experience with Microsoft Office Suite
- Clear Criminal Record Check and Vulnerable Sector Check

Other

- Willing to participate in personal and professional development
- Follow West Moberly First Nations policies and procedures

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Housing Maintenance Jr Assistant.

The Housing Maintenance Jr Assistant may be required to perform other related duties as assigned, which do not affect the nature and scope of the position.