



STZ'UMINUS FIRST NATION

Job Posting - Maintenance Coordinator

The Stz'uminus First Nation seeks a full-time permanent Maintenance Coordinator.

The hours of work are 37.5 hours per week, Monday to Friday.

Responsibilities:

- Directs and monitors staff as assigned that report to the Public Works and Capital Projects Coordinator and the Housing Specialist. All work must comply with policies, procedures, and regulatory codes. Supports new and existing staff in training requirements to meet job expectations. Works with staff to address deficiencies and informs the Public Works and Capital Projects Coordinator and the Housing Specialist of matters where staff discipline or corrective action should be considered.
- Coordinates and oversees the work of contractors retained by Stz'uminus First Nation (SFN) as assigned by the Public Works and Capital Projects Coordinator and the Housing Specialist. This will include all steps relating to a project, such as establishing a budget estimate, preparing quotation documents, preparing contracts, overseeing contract work, and final inspection.
- Responsible for developing (where not already in place) and have maintained up-to-date paper and electronic maintenance records as assigned but not limited to:
 - Water, sewer, and solid waste records.
 - Operational maintenance records and schedules of assigned buildings.
 - Public Works, Fisheries, and Housing fleet vehicle & equipment maintenance records.

Other duties include:

- Implementing preventative maintenance measures.
- Ensuring that preventative maintenance work and repairs are coordinated promptly.
- Ensuring that vehicles & equipment are kept in a safe operational mode and work efficiently.
- Monitoring and providing regular maintenance for equipment and buildings for all SFN facilities and communicating maintenance requirements with the appropriate person in charge of the facility and their janitorial staff.
- Coordinating and overseeing SFN projects such as spring cleanup, brush cutting, gutter cleaning, snow and ice removal, and following up on canine complaints.
- Ensuring a safe work environment and implementing corrective measures for near misses and accidents.
- Maintaining an inventory of equipment and supplies.



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Qualifications:

- Possession of relevant technical knowledge. Candidates should have a diploma or certificate in a technical trade such as plumbing, carpentry, water/wastewater operations, or building maintenance. Preference will be given to candidates who also have broad technical knowledge in a variety of disciplines.
- High School Diploma.
- Two years of experience working as a tradesperson.
- Two years of experience in a supervisory role.
- Experience scheduling and supervising staff

Must have the following skills and abilities:

- Must possess strong leadership and communication skills. Must effectively deal with staff, community members, and contractors.
- Experienced in ordering supplies, materials, and equipment, monitoring maintenance expenditures, and planning for the efficient life cycling of equipment. Able to inventory equipment and supplies.
- Must have good knowledge of office procedures and equipment, including computers and applicable software applications.
- Must be able to prepare and write clear and concise reports.
- Must communicate clearly and concisely, both orally and in writing.
- In possession of good skills in problem-solving, scheduling work, team leadership, and addressing staff concerns while enforcing policies and procedures.
- Independence of judgment and capability of working under minimal supervision.
- Should have a good understanding of First Nations culture.

In addition, candidates:

- Must undergo a Criminal Record Check
- Must have a valid BC Driver's Licence.
- Must own a vehicle that will be required for work purposes. SFN will pay for mileage.
- Should have an up-to-date First Aid Certificate or be willing to take a course to obtain the certification.
- Must be willing to take additional training at SFN expense, to update knowledge base primarily of a trades/technical nature as may be required.

Interested and qualified applicants can submit a cover letter and resume via e-mail by:
Friday, July 29, 2022, at 5:00 p.m. (PST) to resumes@stzuminus.com