



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Maintenance Officer
DEPARTMENT: Housing Division
SUPERVISOR: Housing Manager
TERMS: Full Time
REFERENCE #: 2021 - 001

PURPOSE OF POSITION:

The primary responsibility of the Maintenance Officer is to be accountable for the oversight of the preventative maintenance, repairs and renovation program for TteS Administered Homes and other TteS Homes as determined from time to time. The Maintenance Officer will complete maintenance/repairs projects to maintain cost effective operations for the Housing Department.

DUTIES AND RESPONSIBILITIES:

1. Completes high quality maintenance, repairs, renovation projects for the community on an as and when needed schedule to ensure high standard of living for TteS. (95%)
 - Communicates with department head to obtain direction and discuss work process improvements, administrative and budgetary concerns.
 - Reviews and provides recommendations regarding tenders, opening bids, contracts, construction, and inspections for renovation and or repair projects of TteS Administered Homes.
 - Reviews budget for renovations and repairs of TteS Administer Homes
 - Process work orders, daily work tickets, reports costing and monitors overall repairs and maintenance R&M and capital expenditures.
 - Oversee the maintenance and repair of TteS Administered Homes such as electrical installations, plumbing fixtures, and HVAC systems.
 - Implements/follows CMHC Guidelines for Home Care/Repair.
 - Responds to emergency calls as assigned by Housing Manager and set up proper protocol to prioritize work.

- Ensures that all equipment and tools are used in a safe manner and are routinely maintained.
 - Reports equipment problems requiring servicing, repair, or replacement.
 - Networking and develops professional relationships with sub-contractors.
 - Supervise apprentices and other construction workers or service providers/vendors.
 - Trains and mentors' other employees, as necessary or required.
 - Maintains confidentiality on all matters relating to the affairs of TteS.
 - Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
2. 5% Other related duties as necessary.

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- Red Seal Certification or 10 years of directly related experience or an equivalent combination of education and experience or completion of a 3-4 year apprenticeship program
- Must possess Red Seal Certification or 10 years of related experience.
- Must possess a Valid Class 5 BC Drivers Licence.
- Must possess a Standard First Aid Level C Ticket
- Must have completed Workplace Hazardous Materials Information Systems Training (WHMIS)

Skills and Abilities

- Extremely strong client communication and conflict resolution skills.
- Ability to work with minimal supervision and to prioritize workload duties.
- Ability to be flexible and adaptable to the environment.
- Strong knowledge of BC Building Code, WCB Standards and TteS Housing Policy.
- Strong knowledge network of other resource contacts, i.e. building inspectors, sub-contractors.
- Ability to monitor and control TteS relationships with trade sub-contractors
- Excellent reporting skills and communication
- Ability to establish and maintain effective working relationships with others.
- Physically able to meet the demands of bending, lifting and twisting positions.
- Knowledge and application of safety procedures to ensure a safe working environment.
- Self-motivated, and reliable.
- Ability to work in a cross-cultural environment.
- Ability to use computerized applications including excel, word and outlook.
- Ability and willingness to learn and operate the Housing Database Rent Manager
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is January 19, 2021 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.