



Lax Kw'alaams Band

206 Shashaak Street,
Port Simpson, B.C. VOV 1H0
PH: 250-625-3293 F: 250-625-3246

JOB OPPORTUNITY

Housing Maintenance Worker

Date Classified: June 1, 2021

Business Unit: Housing Department

Location: Lax Kw'alaams, BC

Reporting to: Manager of Housing

The Lax Kw'alaams Band has an immediate opening for a permanent full-time Housing Maintenance Worker. Accountable to the Manager of Housing, the Housing Maintenance Worker carries out routine operation and maintenance duties of Band owned housing usually in accordance with the housing maintenance plan.

Duties and Responsibilities will include but not be limited to:

- Assist with carpentry, painting, labourer, minor plumbing and electrical work for community buildings repairs and renovations;
- Install systems and components into current buildings;
- Identify issues with components, locating parts in inventory or informing Supervisor when parts need to be ordered
- Inform Supervisor when major work is required;
- Perform minor carpentry work associated with plumbing and heating systems;
- Identify issues with electrical fixtures and equipment, repairing basic components including changing ballasts;
- Assemble, install and/or repair facility furnishings and fixtures;
- Clean and maintain tools and equipment applicable to maintenance work;
- Recommend maintenance schedule, and carry out schedule;
- Document work orders, inventories, and other related paperwork;
- Respond to emergencies outside of normal work hours;
- Operate Band owned equipment in accordance with qualifications, experience and training;
- Participate in training sessions, workshops and short courses for the purpose of upgrading skills and keeping informed on new department and position related developments;
- Follow a job number, work order and purchase order system for assignment of projects, deployment of labour and purchase of materials;
- Follow a timekeeping system as directed by the Supervisor;
- Adhere to the Codes of Conduct and all other policies and procedures;
- Perform all other tasks within the scope of the position and as assigned.

Education, Experience and Knowledge:

- Completion of Grade 10 supplemented with training or experience in general building trades requirements;
- Apprenticeship available to suitable candidate;
- Knowledge of basic plumbing, carpentry and electrical methods and practices;
- Knowledge of hazards and safe work practices with respect to general building maintenance;
- Experience in organizing and prioritizing building repair requirements;
- Ability to operate hand and power tools commonly used in building maintenance;
- Identify and correct safety hazards;
- Perform building maintenance work and manual labour;
- Lift and carry objects safely; climb ladders to various heights;
- Work in confined spaces; mechanical aptitude;
- Knowledge and understanding of First Nations communities, culture and issues are an asset;
- Knowledge of carpentry and building maintenance; knowledge of the safe operation of basic hand and power tools;
- Knowledge of workplace safety and safe lifting and handling procedures;
- Ability to operate required equipment safely and responsibly;
- Ability to work in a team environment with a minimum of supervision;



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- Customer-focused - respond promptly to customer needs; receptive to change - can adapt to changing circumstances;
- Respect diversity - treat others with respect; avoid unnecessary conflict;
- Attend meetings as required for the proper administration of duties;
- Take training when required and available by department funding;
- Valid BC drivers' license with clean driver's abstract;
- Complete Workplace Hazardous Materials Information Systems (WHMIS) and First-Aid Level 1 upon hiring;
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle;
- The successful candidate will be asked to provide a current Criminal Record Check, including a Vulnerable Sector Screening as a condition of employment.

Compensation & Benefits

- Wages will be \$21.08 hourly.
- This is a Bargaining Unit position and is open to male and female applicants.

Submission Deadline:

- June 11, 2021.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.
- We invite all interested parties to reply in the strictest confidence to the Human Resources Department at hr@laxband.com

Please note that only those applicants that qualify will be contacted. If you do not hear from us about this position, please accept our sincere appreciation for your interest. We encourage you to watch our job board for future opportunities.