



JOB DESCRIPTION: PWH Maintenance Technician

Role/ Title: PWH Maintenance Technician
Liases with: Band Members/ Homeowners, Contractors/Suppliers, and Staff.
Reports to: Capital Projects Director
Hours: 8.30-16.30, with 1 hr lunch break. Rare Evening or weekend emergency callout.
Requirements: Provide own tools and vehicle.
Salary: Negotiable

JOB SUMMARY

The position of Public Works & Housing (PWH) Maintenance Technician performs or contracts the required maintenance of Tsartlip First Nation community buildings (Band Office, Health, PWH shop, Long House, and other community buildings as required), and the 58 Homes which it currently maintains. The PWH Maintenance Technician is a key member of the Tsartlip PWH team, but works on their own performing the tasks which are Team prioritized. Being self-motivated, engaged, and focused are key success indicators of the position.

JOB DUTIES AND RESPONSIBILITIES

1. Perform minor maintenance and repairs of Community Buildings & Housing including the following:
 - Confirm scope of work, develop materials/supply list, and tools/equipment needed.
 - Coordinate repairs/scheduling with Building staff or Tenants.
 - Perform work including the following tasks.
 - Minor plumbing- Repair/install taps, toilets, sinks. Repair/unclog drains
 - Minor electrical- Repair/change bath fans, light fixtures/bulbs
 - Minor carpentry & trimwork- Replace doors, casing & baseboard
 - Minor door/window repairs- handset/lock replacement, weatherstripping, hinges, etc
 - Minor repairs to eavestroughs, soffits, downspouts
 - Wall Finishing- Taping, painting of drywall
 - Flooring- install lino and laminate
 - Cleanup of worksite/area, including removal of all debris.
 - Take pictures of completed work.
 - Arrange for inspections (if needed).
 - Maintain log of work done, expenses incurred, quotes & invoices received, and project status.
 - Document with photos pre/post work done.
 - Inform the Director of any major repairs, problems, delays.
2. Perform contractor coordination and minor project management including
 - For larger jobs, assist the Director in developing scopes of work for projects /contractors
 - Follow Tsartlip contracting, procurement, and tendering policies



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- Contact & provide scope of work to suppliers/contractors for products/services required.
 - Walk through work with contractors and receive quotes.
 - Provide a recommendation for the successful quote to the Director.
 - Coordinate contractor/repairs with Building staff, tenants, etc.
 - Work closely with contractors/suppliers to ensure work/product is to agreed-upon specifications, quality, schedule, and price.
 - Oversight responsibility for contractors and informs Director of contractor progress, work, etc.
 - Arrange for inspection of work (if needed).
 - Take pictures of completed work.
 - Recommend contractor invoices for payment to the Director
3. Perform housing and community building inspections as required.
- Provide information to residents/tenants on Tsartlip Housing Tenancy Policy
 - Perform maintenance repairs in a timely manner
 - Perform Housing Unit inspections, and perform repairs as required.
 - Inform Director of violations of Housing Tenancy Policy
 - Consult with the Housing Coordinator on the priority of tasks.
 - Share information with Tsartlip residents regarding recommended Housing Maintenance.
4. PWH Operations
- Organize/clean/maintain PWH Shop
 - Maintain tools & equipment
 - Cleaning of workspaces where required
 - Removal and disposal of materials/debris to the Heartland facility and other recycling depots.
 - Maintain safety equipment and safe work procedures.
 - Perform other maintenance tasks as requested.

QUALIFICATIONS

Education

- Grade 12 or equivalent
- Valid BC Driver's licence, Class 5 and reliable vehicle

Experience

- Trades or maintenance background is an asset
- Previous experience performing handyperson tasks
- An equivalent combination of education and experience may be considered
- Experience operating a loader/backhoe is an asset
- Experience working with First Nations communities



Tsartlip First Nation
P.O. Box 70, #1 Boat Ramp Road
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Phone 250.652.3988 - Fax 250.652.3788



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Competencies (KSAs & Desired Attributes)

1. Excellent attention to detail, high level of accuracy and time management skills
2. Excellent judgement, and decision-making skills
3. Ability to work with frequent interruptions and with changing priorities
4. Excellent organizational skills
5. Very strong interpersonal, verbal, listening and communication skills
6. Ability to work to deadlines and effectively manage projects
7. Ability to engage with varied personalities and adapt approach accordingly (approachable, diplomatic, adaptable, confident, engaging, credible)
8. Ability to work collaboratively in a team environment
9. Self-motivated and engaged
10. Ability to maintain confidentiality
11. Strong interest in working in First Nations communities

WORKING CONDITIONS

Physical Demands

- Short & long periods of lifting and bending
- Carry tools, materials, and equipment (up to 60 lbs)

Environmental Conditions

- Varies. Mostly in renovation sites, and band members homes.

DIRECT REPORTS

None starting, but in the near future, may hire an assistant if requested and approved.

For Further Info: Contact Brad Janvier at 780 717 -6594 .