



JOB POSTING

Open until filled

Start date – Immediately

Positions Available: 2

Location – Tl'etinqox

Wage: \$20/hr plus vehicle allowance for personal vehicle

Hours: 7 hours per day – 4 days a week (full-time)

Housing Maintenance

Job Summary

The Housing Maintenance person(s) are responsible for the short- and long-term maintenance of Tl'etinqox Government housing. The Housing Maintenance department will ensure that units that pay the maintenance fee are maintained to the highest standards to ensure comfort and safety of tenants.

Responsibilities and Duties

- Manage maintenance and repairs, some renovations, and inspections of units
- Conduct routine inspections to assess required services and repairs
- Coordinate routine emergency repairs
- Coordinate mandatory inspections
- Maintain fire protection systems and equipment
- Coordinate maintenance, repairs, and/or replacement with respect to
 - Structural, mechanical and electrical systems
 - Heating and ventilation systems, and weather stripping
 - Interior and exterior doors and windows
 - Finishing, ceilings, flooring, and roofing.
 - Appliances including stoves, refrigerators, washers and dryers.
- Ensure that records of repairs are clearly and appropriately maintained and updated.
- Track shipping and receiving of housing materials and repair equipment.
- Coordinate annual inspections with the Housing Clerk
- Assist in delivering housing department notices door to door
- Carry out instructions of the Housing Clerk in regards to priority repairs, maintenance, and home inspections.
- Assist in preparing housing reports for TNG, TGO, and for the Executive Director.
- Directly responsible to the TGO Executive Director
- Cooperate and coordinate with the Operations and Maintenance team/Director
 - Be trained on community water systems operation

Qualifications and Skills

- Valid Class 5 or 7N drivers license (an asset)
- Fully vaccinated (proof to be submitted with resume)
- Must be a responsible adult.

- Must have proven either knowledge/skills/certification in housing maintenance and/or carpentry.
- Ability to use technology to problem solve.
- Understand and/or speak Tsilhqot'in (an asset)
- Team player
- Willingness to speak positively and politely with community members
- Must have some of your own tools for work.
- Willing to participate in training relevant to the position
- Criminal Record check required.
- Must be available for emergencies outside regular working hours.

Please submit resume to Ashton Harry, Executive Director. ashtonharry@tletinqox.ca