



JOB POSTING

January 29th, 2020

Start date - immediately

Location – Band Administration Office

Housing Maintenance Manager

Job Summary

The Housing Maintenance Manager is responsible for the short and long-term maintenance of TL'etinqox Government housing. The Housing Maintenance Manager will ensure that units are maintained to the highest standard to ensure comfort and safety of members.

Responsibilities and Duties

- Manage maintenance, repairs, renovations and inspections of units
- Conduct routine inspections to assess required services and repairs
- Coordinate routine and emergency repairs
- Coordinate mandatory inspections
- Maintain fire protection systems and equipment
- Supervise landscaping and grounds maintenance
- Coordinate maintenance, repairs and/or replacement with respect to:
 - structural, mechanical and electrical systems
 - heating and ventilation systems, and weather stripping
 - interiors and exteriors, doors and windows
 - finishing, ceilings, flooring and roofing
 - appliances including stoves, refrigerators, washers and dryers
- Ensure that records of major repairs, renovations, septic drainage and chimney cleaning are maintained
- Track shipping and receiving of housing supplies and ensure inventory records maintained
- Coordinate monthly, quarterly and annual preventative maintenance procedures
- Exercise control of housing maintenance funds
- Carry out instructions of Director of Housing concerning financial information with respect to housing department funds
- Prepare monthly service delivery reports and convey this information to the Director of Housing

Qualifications and Skills

- Grade 12 or equivalent
- Valid driver's license
- Practical experience in general maintenance
- Proficiency in the operation of computers and relevant software
- General office skills
- Ability to work flexible hours
- Ability to communicate effectively
- Good problem solving and decision-making skills
- Ability to work independently and demonstrate initiative in developing new procedures
- Willingness to participate in training relevant to position
- Criminal Record Check

Please submit or email resume to Dawn Bursey at finance@tletincox.ca

Competencies:

Must be adaptable, flexible, and be willing to work closely in a collaborative teaching environment.

To apply, please forward your resume with a cover letter and all accompanying documents to Tl'etinqox School via email school@tletinqox.ca

Closing for acceptance of Applications/Resumes: OPEN UNTIL POSITION IS FILLED

We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.



Tl'etinqox School

“Honouring our Past, Preparing for the Future”

Principal Clayton Grice

P.O Box 167 Alexis Creek, BC, V0L 1A0
Ph. (250) 394-4293 Fax (250) 394-4543

Job Posting

Job Title: Traditional Knowledge Keeper

Reports To: School Principal

Department: Education

Compensation: \$150/day (based on a 7 hour day)

Benefits: N/A

Position Type: Honorarium

Hours of Work: 7hours/day (based on a rotating weekly contract)

Tl'etinqox School is looking for a motivated and passionate person to join our dynamic and energetic team as a Traditional Knowledge Keeper for the remainder of the 2019/2020 School Year. The Traditional Knowledge Keeper is responsible for providing classroom support to school staff, students, and external partners regarding language acquisition, cultural values, beliefs, traditions, and perspectives on individual, family, and community life. The Traditional Knowledge Keeper supports classroom instruction through integrating language and cultural components with the goal of language immersion for staff and students.

Requirements and Experience:

- Fluent Tsilhqot'in Speaker
- Strong cultural skills
- Recognition by Tl'etinqox Advisory School Board, Chief and Council, and Community at large as having knowledge and understanding of Tsilhqot'in language and traditional culture, as well as spiritual and social traditions
- Knowledge of traditional Indigenous cultures, ceremonial practices, protocols and songs
- Dependable, Self motivated and the ability to work independently and within a team environment
- Excellent communication skills
- Strong Organization and planning skills
- Demonstrated skills in mentoring and support
- Ability to work collaboratively with staff in a team-oriented environment
- Ability to guide and support individuals in their desires and efforts to embrace Tsilhqot'in language , values, and traditions
- Ability and willingness to support both traditional and contemporary educational practices
- Ability to provide a clear criminal record check, with vulnerable sector check
- Ability to maintain a high level of ethical behaviour and confidentiality when dealing with students, staff, and or parent/guardians