



JOB POSTING

Operations & Maintenance Assistant

<u>POSITION:</u>	Operations & Maintenance Assistant
<u>WORK HOURS:</u>	Monday to Friday, 8:30am to 4:30pm, 35 hours per week
<u>REPORTS TO:</u>	O & M Manager
<u>SUPERVISES:</u>	none

Job Summary:

Under the guidance of the O & M Manager the Operations and Maintenance Assistant is responsible for a wide variety of administrative office duties including maintenance duties.

Duties and Responsibilities:

1. Record keeping for equipment, supplies and materials and capital assets;
2. Inventory of all equipment, supplies & materials, capital assets, maintenance schedules;
3. Schedule work repairs and O & M contracts; obtain quotes; purchase materials;
4. Keep updated records of office expenses and costs
5. Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing;
6. Assist with safety and maintenance inspections on all assets and band buildings and keep accurate records of conditions
7. Organize scheduled inspections of wells, pumps, motors and reservoirs;
8. Assist with water sampling and distribution of data to FNHA;
9. Responding to user complaints;
10. Assist with general maintenance of the lands and buildings;
11. Other duties as assigned

KEY SKILLS AND ABILITIES

- Must have good filing, organizational and communications skills.
- Must have strong teamwork and cooperation, service orientation skills, ability to work alone and as part of a team.
- Experience with Microsoft Word, Excel Spreadsheets, PowerPoint, and Publisher.

- Effective interpersonal and organizational skills and the ability to maintain effective working relationships;
- Working knowledge of basic record keeping;
- Time management with the ability to multitask different tasks simultaneously;
- Excellent written, oral and interpersonal communication skills;
- Comply with Criminal Record check;
- **Valid Drivers License;**

QUALIFICATIONS

- Completion of Grade 12;
- Administration Certificate an asset;
- Valid Drivers license

Salary Range: \$22 – 26 / hour per hour depending on qualifications & skills

Term: Indefinite (upon completion of probation)

Scope: Full Time, 35 hours per week

NOTES:

- All applicants must submit their resume, cover letter, and three references.
- The successful applicant must submit both a Criminal Record Check and Vulnerable Sector Check prior to commencing.
- Cayoose Creek is an equal opportunity employer and encourages applications from all qualified individuals. Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous, Metis or Inuit heritage.

Forward your Resume and Cover Letter to:

Attention: Rhonda Leech, Administrator

Email: Fallon Flann, Admin Assistant at: adminassistant@cayoosecreek.ca

Fax: (250) 256-4138

Application Deadline: Until filled