



JOB POSTING

Operations & Maintenance Coordinator

<u>POSITION:</u>	Operations & Maintenance Coordinator
<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 maintenance and repairs of Band Owned Buildings and Grounds, Water Systems, Roads, Equipment, Machinery and other duties as necessary in the performance of the job.

Duties and Responsibilities:

1. Assist with conducting general maintenance on Band public buildings, including small repair
2. Assist with safety inspections on all assets and band buildings and keep accurate records of conditions
3. Perform Seasonal tasks such as grass and weed removal by operations of Mower, line trimmers, truck mounted plow and sander.
4. Weekly solid waste (sanitary garbage) pick up and disposal
5. Assist with road and Culvert maintenance
6. Assist with performing maintenance and repair of water mains, service lines, chemical feed systems, valves, pumps, motors and related appurtenances including mechanical, minor electrical, telemetry and control systems, associated with band owned community water systems;
7. Assist with conducting scheduled inspections of Wells, pumps, motors and reservoirs: records information and reports malfunctions and the need for repair. Performs line location and construction project installation observation as needed.
8. Assist with troubleshooting, diagnosing and repairs all types of system failures.
9. Assist with monitoring and maintaining disinfection residuals within the community water systems; obtains and repairs bacteriological Colilert samples and interprets results as

directed by FNHA EHO for all community water systems as required if assistant is unavailable and;

10. Performs other maintenance duties and tasks as required.

11. Other duties as assigned

KEY SKILLS AND ABILITIES

- Effective interpersonal and organizational skills and the ability to maintain effective working relationships;
- 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

- Must have demonstrated experience in field of maintenance;
- Demonstrated ability to keep current with all provincial, regional and municipal regulations;
- Demonstrated ability to work independently to proactively and continuously eliminate worker and public safety risk.

Salary Range: \$24 – 28 / 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