



2 positions-

## **JOB OPPORTUNITY**

**Casual on call Building Maintenance Worker**  
**2 position open, 1 in Terrace and 1 Prince Rupert**

**Northwest Inter-Nation Family and Community Services (NIFCS)**

**Building on Strengths**  
**Empowering Others**

**Keeping Children Safe and Connected to their Families & Traditions**

If these statements resonate with you, please consider this opportunity to join the [NIFCS](#) team as a Building Maintenance Worker to work in all locations of the Terrace and Prince Rupert areas of service.

**Position Summary:** Reporting to the Corporate Services manager, work as a team player in seeing the buildings and grounds are kept in good safe working order and clean.

### **Primary Responsibilities and Duties**

- Perform general maintenance service or repairs in one or more skill areas, including minor plumbing, minor carpentry, painting and plastering, machine servicing, or installations, or vehicle servicing/cleaning. Perform cleaning activities such as dusting, mopping etc.
- Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
- Assist with installation and removal of appliances and equipment
- Do garden/yard upkeep by mowing lawn, collecting trash etc.
- Conduct maintenance tasks such as replacing light bulbs
- Check functionality of safety systems (e.g. fire alarm)
- Collaborate with workers and other professionals during renovations
- Report to Corporate Services Manager for issues
- Fleet detailing Qualifications/ Experience:
- Basic knowledge of HVAC, plumbing and electrical systems
- Experience using hand and electrical tools
- Snow clearing, shoveling, and groundskeeping work.
- Performs tasks such as but not limited to changing light bulbs, bathroom fans, installing paper dispenser units, changing filters, changing locks on doors, minor decorative maintenance and other tasks not requiring a licensed skilled trades person or journeyman.
- In the event of an emergency, he/she may be called to support necessary tasks in association with that emergency.
- Travel to multiple work or office locations to preform duties
- Identifies and corrects unsafe working conditions with management oversight.
- May perform snow removal and other ground keeping activities.
- May be required to assist with special events.
- May drive a cart or other vehicle.
- Skid steer/loader/telehandler or other equipment operator experience required.
- Assists skilled trade workers in one or more areas performing specific or standard duties to learn new skills as required for advancement and certification. • May be required to utilize basic cleaning and other chemicals
- Examines mechanical equipment to diagnose trouble.
- Disassembles machines and repairs or replaces broken parts.
- Adjusts functional parts of mechanical devices, as necessary.
- May order replacement parts and equipment with management approval.
- May be required to inventory equipment, parts, and supplies.
- Attends training programs (classroom and virtual) as designated
- Applies all applicable provincial and related local safety requirements to all assigned work
- Complies with all company safety and risk management policies and procedures
- Performs all work in accordance with established safety procedures.
- Participates in regular safety meetings, safety training and hazard assessments.

- Reports all accidents and injuries in a timely manner.
- May perform other duties and responsibilities as assigned.

### **Basic Qualifications**

- All employees of NIFCS are required to submit a Criminal Record Check with Vulnerable Screening, comply with the Occupational Health and Safety Act (OHSA), its regulations and all occupational health and safety policies and procedures
- Class 5 Drivers License
- Further, to work evening and flexible hours and attend cultural awareness training among other training.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

### **Education / Work Experience**

- Grade 12 or equivalent
- labor skills certifications
- Building service certifications level 1 and /or 2 or willing to attain
- Previous Building Maintenance Worker experience.
- First Aid

### **Working Conditions**

- Travel in this position is required.
- Non-standard hours of work, adjusted schedule.

### **Compensation & Benefits**

- You can expect a supportive work environment.
- This is a Bargaining Unit position. Grid level 10 \$25.95-\$28.25 /Hour
- Wage is to be determined (effective March 30, 2018) plus any other applicable union increase.
- An eligibility list may be established to fill permanent and/or temporary vacancies.

### **Submission Deadline:**

- Open till filled
- We invite all interested parties to apply by emailing your cover letter and resume in the strictest confidence to Human Resources at [hr@nifcs.org](mailto:hr@nifcs.org)