



## Gitga'at First Nation

445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0  
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### Gitga'at First Nation Public Works Maintenance Department Job Posting MAINTENANCE WORKER

The Gitga'at First Nation Maintenance Department has an opening for a full-time permanent Maintenance Worker, working in Hartley Bay, to start as soon as possible.

#### Position Summary

The Maintenance Worker will be responsible for community and facility operations, facility maintenance and improvements, preventative maintenance and upkeep as required. The Maintenance Worker provides maintenance services to ensure Gitga'at First Nation in Hartley Bay is a safe, clean, environment for all members, workers, and visitors.

#### Responsibilities:

- Performs preventative maintenance duties;
  - Station checks - daily
    - scrape excess buildup of walls and pumps
    - clear debris from grate build up
    - pull pumps and disassemble as needed
    - take monthly sewage samples
  - Building Checks
    - Check all band owned buildings for maintenance and deficiencies
    - Check Furnaces in winter and filters
    - Check Air filters throughout the year
  - Fire Sprinkler Systems Check
    - Drain, bleed and recompress test
    - Check fire extinguishers monthly and yearly
    - Emergency lighting check
  - Snow removal in winter
    - Plowing and Deicing
    - Removing Snow from band owned buildings – helipad clearance and salt as needed
    - Also salt elders' roads for them
    - Clearing snow from all fire hydrants
    - Normal maintenance procedures through winter if material is available lay roof tiles on stairs and wheelchair ramps of Band Buildings
    - Thawing frozen waterlines/Band buildings.
  - Manhole Checks - periodic
    - Remove and clear build up
    - Check large septic tanks for level and report to CEO for removal
  - Septic System flushing
    - Using fire hose to flush all sewage lines of village in summer months
  - Shrubbage/Overgrowth Removal
    - Clear Twelve feet of overgrowth on both sides of boardwalk in all of village and twelve feet around band building
    - Grass cutting spring to fall
    - Invasive weeds when permitted-spraying with saltwater
    - Burning (when conditions allow)
  - Boardwalk Maintenance
  - Maintenance Shed - Periodic upkeep and cleaning
  - Health Clinic – minor works upon request
  - Attend Barge Arrivals and Ferry Arrivals
    - Unloading, sorting and delivering packages/parcels/appliances to destination
    - Support elders through deliveries
    - Clearing barge ramp for arrival

- Pick up band boxes/supplies and contractors that support Breakfast Program, Health Clinic, Head Start, Maintenance
    - Meet and assist all contractors
  - Assist on village drainage and runoff
  - Yearly garbage cleanup
  - Backup to garbage removal, seaplane and mail deliveries, Fuel Dispatch and Deliveries, Assist with filter scrapes and cover water maintenance
- General troubleshooting of maintenance for all Public Works involving electrical, structural, plumbing and equipment repair such as;
  - Painting
  - Routing plumbing repairs, leaky faucets, unstopping clogs
  - Changing light bulbs, repairing light fixtures
  - Repairs doors, windows,
  - Painting
  - Patch work on walls
- Purchase supplies, equipment and materials to complete all maintenance projects;
- Perform other duties related to the position as required.

**Knowledge, Skills and Abilities:**

- Successful candidate has a high school diploma and 1 years' experience; or a combination of education and knowledge of tools and equipment; basic engine and plumbing knowledge or a combination of education and experience;
- Broad knowledge of maintenance and infrastructure operations;
- Be skilled to troubleshoot emergency problems;
- Be competent in carrying out basic repairs on equipment, basic plumbing and fire alarm systems;
- Skilled using power tools;
- Skills in following safety practices and recognizing hazards;
- Strong computer skills including Word and Excel;
- Excellent teamwork and communications skills (verbal and written);
- Creative and innovative problem-solving approach;
- Willingness to continuously upgrade their skills;
- Must be flexible in day-to-day work orders and activities;
- Ability to take initiative;
- Strong coordination, organizational and planning skills.

**Relationships:**

- Works with Council, senior management, community members, contractors and outside resources.

**Working Conditions:**

- The work is performed in offices, roads and all band owned buildings;
- Work involves moderate to heavy work in all types of weather;
- Work involves frequent movement, standing for long periods of time, and heavy lifting (up to 50 pounds);
- Able to drive machinery in outside terrain.

**Licenses:**

- Preferences will be given to applicants who hold or willing to train for:
  - Valid driver's license; WHMIS; ATV Training; Fall Protection; OHS Training.

If you are interested in applying, please submit a cover letter and resume in Word or PDF format with "Maintenance Worker" in the subject line to: [jobs@gitgaat.ca](mailto:jobs@gitgaat.ca)

**The Posting will close April 12, 2024 at 4:30pm.**

*Applicants of Gitga'at and/or Aboriginal ancestry are encouraged to apply. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.*

*We would like to thank all applicants for their submission, only short-listed applicants will be contacted.*