



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Facilities Supervisor

Permanent Full Time: 75 hours Bi-weekly

Location: Anacla (Bamfield)

Salary: \$60,000 to \$68,000

Authority Relationship: Reports Directly to the Infrastructure & Maintenance Manager

Job Summary

A Facility Supervisor is responsible for overseeing the maintenance and operation of buildings, equipment, and grounds of the organization they work for. They coordinate repairs, enforce safety measures, and manage a team of maintenance personnel.

Key Responsibilities

- Oversee the daily operation of facility equipment and systems.
- Coordinate and schedule repairs and maintenance with outside contractors.
- Enforce safety rules and procedures and oversee ongoing training of maintenance staff.
- Inspect facilities to ensure compliance with local, provincial, and federal regulations.
- Manage inventory of supplies and equipment.
- Coordinate construction and renovation projects as needed.
- Maintain accurate facility records and prepare reports for management.
- Ensure maintenance plan are up to date and accurate
- Maintain 5 buildings that Huu-ay-aht owns, this includes the interior and exterior.

Staff Management

- Leads and directs staff in accordance with the Huu-ay-aht vision, mission, and values.
- Improves communication and collaboration through horizontal file / issue management.
- Evaluates staffing needs and determines qualifications needed.
- Establishes work priorities for the team and makes changes to workload as needed.
- Evaluates performance of staff.

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646

- Discusses training needs with direct reports with input from the Infrastructure and Maintenance Manager as well as implementation of plans and evaluates effectiveness of training.
- Assists with problem solving and personnel issues.
- Approves timesheets and leave requests.
- Ensures compliance with WCB regulations.
- Updates job knowledge by participating in educational opportunities.

Operational Requirements:

- Valid class 5 driver's license.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification and reference checks.

Qualifications and Skills

- Certification in Facilities Management, or related field.
- Certification in carpentry or related experience
- Prior experience/training in a supervisory position.
- Knowledge of maintenance systems, technical operations, and building codes and regulations.
- Ability to use Microsoft Office Tools
- Excellent communication, organizational, and problem-solving skills.
- Must be reliable, diligent and accountable for time and actions on the job.
- Strong interpersonal skills including ability to work in a team environment.
- Good report and plan writing skills is a must.
- Ability to manage multiple priorities and work independently.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail attn: Human Resources & Administrative Director, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Facilities Supervisor Job Posting. Closing date for this position is July 12, 2024.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other