

Uchucklesaht Tribe



Government

Building Maintenance Worker

Uchucklesaht Tribe Government is currently accepting applications for a Full Time Building Maintenance Worker to take care of two buildings located in Port Alberni, BC

Job Summary: Performs maintenance and repairs related to buildings, Grounds and equipment, in one or more areas such as electrical, plumbing, painting and grounds-keeping and cleans office space and various rentals that include hotel units at The Thunderbird.

Key Duties and Responsibilities

1. Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases to supervisor.
2. Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as linoleum.
3. Monitors work performed by contractors, prepares estimates of labour and material costs, contacts external contractors and trades people to obtain quotes and arranges for major repairs and maintenance work.

4. Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste.

5. Cleans internal and external areas such as entranceways, sidewalks, offices and parking lots. Is able to use manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering. Cleans internal areas of the building such as hallways, building floors and windows, stairwells, washrooms and office areas.

6. Completes and maintains related records such as maintenance logs and security incident reports.

7. Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts. Operates a motor vehicle to pick up and move goods and supplies. Arranges furniture for special events.

8. Cleans as required The Thunderbird hotel units – experience in cleaning rental units would be ideal.

9. Performs other related duties as required.

Required Qualifications, Education and Knowledge:

- Grade 10, plus related vocational training such as building maintenance course.
- Must hold Valid Class 5 drivers license or better
- (Not necessary but would be helpful) SVOP, MED A 3 and ROC certificates

Training and Experience:

- Two (2) years recent related experience.
- Or and Equivalent combination of education, training and experience

Applications Deadline: Please forward a resume and cover letter by March 13, 2020 to: Lysa.Ray@Uchucklesaht.ca

Uchucklesaht Tribe Government
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Fax: 250-724-1806 **Attention: Lysa Ray**