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ANCIENT SPIRIT, MODERN MIND

Job Posting

Full Time Position: Maintenance and Asset Manager

Location: Anacla/Bamfield 3 days per week and Port Alberni 2 days per week

Salary Range: is based on education and experience

Authority Relationship: Reports to the Director of Infrastructure and Engineering

The Maintenance Asset Manager is responsible for coordinating and supervising the work of relevant staff in the maintenance and repair of government infrastructure as well as physical assets, i.e., buildings, roads, fleet, machinery and equipment. The Maintenance Asset Manager is also responsible for coordinating the maintenance of structural, electrical, plumbing, mechanical, and any other related systems which are a part of government assets and infrastructure.

The Maintenance Asset Manager is accountable for:

- Oversee the maintenance department in the operation and maintenance of HFN owned assets
- Assist in development and implementation of asset management systems.
- Establishing work priorities for team and initiate changes to workload as needed.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

Job Duties:

- Plan, schedule, prioritize and manage the day-to-day operations and maintenance of HFN owned assets, including but not limited to buildings, buildings systems, equipment, fleet vehicles, etc.
- If Certified, operation of equipment when required, skid steer, excavator, etc.
- Perform mechanical duties within skillset.
- Coordinate, oversee and manage contractors or consultants to perform maintenance related activities as required.
- Manage, organize and resolve unexpected factors and conditions such as staff coordination, staffing related issues, equipment breakdown, building system failures, problems and/or complaints.
- Coordinate with Human Resources in the development of employee training initiatives, supervision and evaluation of performance standards.
- Work with and support the project assistant and project manager to ensure all infrastructure related project are delivered as intended.
- Acquire required tools, materials, labor and/or contractors to perform all scheduled maintenance activities and record maintenance activities within the supplied asset management software.
- Approve and prepare employee timesheets, purchase orders and ancillary requisitions.



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- Work with Public works supervisor to achieve end goals in completion of common tasks where appropriate and when existing workload allows for this.
- Ensure compliance to all relevant legislation and regulations, WCB regulations, HFN Human Resources Policy, HS&E Standards, Building Codes, Regulated inspection and maintenance requirements etc.

Operational Requirements:

- Valid class 5 driver's license or equivalent.
- Ability to work outdoors and in inclement weather (project site visitation / supervision).
- Ability to operate company owned vehicle to travel to worksites, vendors and offices as required.
- Willingness and ability to work overtime, including evenings and weekends.

Education and Experience Requirements:

- Carpentry skills; Carpentry Red Seal or Blade Runner Program an asset but not required.
- Plumbing, Electrical and mechanical systems repairs experience or certification skills an asset.
- Automotive repairs experience or certification an asset but not required.
- Experience in Microsoft programs such as Word, Excel and Outlook.
- High School diploma or equivalent (GED) an asset but not required.
- Experience in organizing, managing and communicating activities to ensure the project and program objectives are met.
- Supervisory skills and experience.
- Good oral, written communication and presentation skills.
- Level 1 Occupational First Aid and Transportation Endorsement an asset.
- Machine operator certification (excavator, skid steer) experience or certification an asset.
- Small Vessel Operator Proficiency (SVOP) an asset but not required.
- Ability to promote a performance-focused environment in alignment with the HFN's values, culture and business goals.
- Willingness to obtain certification in the above requirements.

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 att: Human Resources Manager, 4644 Adelaide St., Port Alberni, B.C., V9Y 6N4. Please quote Maintenance and Asset Manager. Closing date for this position is May 11, 2021.



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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