



huuayaht

ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Permanent Full Time:** Maintenance and Asset Technician

**Location:** Anacla (Bamfield Area)

**Salary Range:** \$43,000 – \$55,000

**Authority Relationship:** Reports to the Maintenance and Asset Manager

The Maintenance and Asset Technician is responsible for the work delegated from the Maintenance and Asset Manager in the maintenance and repair of government infrastructure as well as physical assets, i.e., buildings, roads, grounds, and equipment. The Technician is also responsible for maintaining or coordinating the maintenance of structural, plumbing, mechanical, and any other related systems which are a part of government infrastructure.

### **The Maintenance and Asset Technician is accountable for:**

- Support the repair and maintenance of HFN owned assets and infrastructure
- Response to maintenance emergencies
- Assist in the development and implementation of asset management systems.
- Maintaining confidentiality and neutrality at all times.

### **Job Duties:**

- Support the planning, scheduling and performing the work of 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 repairs and maintenance within acquired skillset.
- Support the resolution of unexpected factors and conditions such as equipment breakdown, building system failures, weather conditions, problems, complaints, etc.
- Work with the Maintenance and Asset Manager to ensure all required tools, materials, labor and/or contractors are on hand to perform all scheduled maintenance activities and that such activities are documented within the asset management software.
- Coordinate with and support the Department to achieve end goals in completion of common tasks where appropriate when existing workload allows. Unless critical tasks arise then all capacity may be focused to complete the task.
- Ensure compliance to all relevant legislation and regulations, WCB regulations, HFN Human Resources Policy, OH&S Standards, Building Codes, Regulated inspection, and maintenance requirements etc.

### **Operational, Education and Experience Requirements:**

- Valid class 5 driver's license or equivalent required.
- Carpentry skills: Carpentry Red Seal or Blade Runner Program an asset but not required.



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- Plumbing and mechanical systems service and repair experience or certification an asset but not required.
- 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.
- Good oral, written communication and presentation skills.
- Level 1 Occupational First Aid and Transportation Endorsement certification an asset but not required.
- Small Vessel Operator Proficiency (SVOP) certification 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.
- Willingness and ability to work overtime, including evenings and weekends.
- Ability to work outdoors and in inclement weather

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](mailto: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 Technician. Closing date for this position is October 4, 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