



# Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

P: 250.725.3350 F:250.725.3352

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## Housing Maintenance Foreman

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|-------------------|-----------------------------|----------------|------------------------------|
| Job Title:        | Housing Maintenance Foreman | Job Category:  | Full time (Interim)          |
| Department/Group: | Housing                     | Department #:  | 570                          |
| Location:         | Tofino, BC                  | Rate of pay:   | \$60,450 - \$68,250 annually |
| Reports To:       | Director of Housing         | Position Type: | Salary                       |

The Housing Maintenance Foreman position is a full-time interim position. The Housing Maintenance Foreman will supervise and implement activities Identified by the Housing Director as listed below and as required.

### Duties and Responsibilities

- Provide general maintenance and troubleshooting to address work orders regarding the Nation's housing communities, if necessary, request the assistance of a third-party contractor.
- Perform preventative maintenance and inspections on the Nation's housing equipment and structure, including but not limited to plumbing, lighting, heating and cooling systems, roofing, walls, and windows.
- Perform surface refinishing of the interior and exterior of the housing buildings.
- Perform building inspections and identify and initiate any resulting work orders.
- Follow and adhere to the Nation's established repair and maintenance manual and guidelines.
- Ensure that work is performed in a safe manner, in compliance with the Nation's safety standards and government regulations.
- Identify, anticipate, and request needed supplies or equipment to ensure an uninterrupted and continuous operation of the portable water and wastewater systems.
- Ensure that the Nation's housing policies and by-laws are consistently implemented and enforced throughout the communities.
- Work with tenants to resolve housing concerns and complaints and maintain a record of issues addressed.
- Maintain a record of required housing maintenance and assess and prioritize work to be assigned to the repair and maintenance staff.
- Prepare fuel for wood stoves and ensure that adequate supply is maintained and delivered to housing units at the request of the tenants.
- Provide additional support to the Public Works staff.

### Qualifications

- High School Diploma or equivalent
- Preference for a qualified Aboriginal candidate
- Post-secondary diploma, or certificate in a housing maintenance field, or equivalent experience
- Environmental Operator Certification Program
- Must have a clean driving record, drivers abstract, and valid BC driver's license – **Required**
- Criminal Background Check required
  
- Knowledge:
  - Demonstrated knowledge of Buildings and infrastructure practices and regulations
  - Demonstrated knowledge of tools and equipment; work safe procedures; reading blueprints and designs
- Skills and abilities:
  - Maintenance and troubleshooting of equipment, communication skills, able to work independently and without supervision, able to read technical drawings and manuals, time management and record keeping
- Attributes:
  - Problem solver, customer-oriented, critical thinking, attention to detail
- Preference for a qualified Aboriginal candidate
- Post-secondary diploma, or certificate in a housing maintenance field
- Environmental Operator Certification Program
- Must have a clean driving record, drivers abstract, and valid BC driver's license – **Required**
- Criminal Background Check required

**Working Environment:**

Work Conditions

- Works at onsite remote locations, either indoors or outdoors.
- May be subjected to inclement weather when working outside.
- May be exposed to hazards associated with working with electrical equipment.

Physical requirements

- Able to perform physical tasks throughout the day, including bending, lifting, carrying, walking.
- Must be able to stand on feet for prolonged periods of time.
- May be required to lift or carry heavy items over 20lbs.
- Must be able to be mobile and visit personal housing locations that can only be accessed by stairs or rough, uneven ground.

Travel requirements

- Required to travel by car.
- May be required to travel by boat.

**Deadline to apply is: Friday August 2, 2024 by 4:30pm**

Submit your resume and cover letter to:

Lis Kingsley – Human Resources Manager

Email: [jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org) Or by Fax: 250.725.3352

Or drop at the office in a sealed envelope at #1119-A Pacific Rim Highway Tofino

*Only successful applicants granted an interview will be contacted.*