

Job Description

Title:	Maintenance Associate	Date: Previous:	July 13, 2023 November 28, 2022
Department:	Infrastructure & Development – Maintenance	Reports to:	Maintenance Supervisor
Status:	Part Time – Up to 32 hours per week	Direct Reports:	None

Purpose

The Maintenance Associate is responsible for providing as-needed general maintenance for all community infrastructure.

Responsibilities

Maintenance

- Daily maintenance duties as requested and approved by the Maintenance Supervisor and Infrastructure & Development Manager.
- Assist with maintenance and/or installation relating to the water treatment system, sewer, and wastewater management system, as requested.
- Assist with maintenance of roads, bridges, culverts, ditches, fences, trails, pathways, parks, and around/in all buildings etc., as needed.
- Assist with housing related maintenance and repair, as needed.

Administration

- Follow standard operating procedures, required communications, and daily reporting methods/logs for all work requested by either the Maintenance Supervisor or Infrastructure & Development Manager.

Vehicles, Small Engines and Equipment/Tools

- Ensure vehicles, equipment, and machinery/tools receive regular service, and maintenance work is done as required. This includes, checking and replacing small engine parts and making minor repairs, sharpening and replacing saw blades and chains on all applicable equipment as required, ensuring vehicles, equipment, and machinery have adequate fluids prior to use.
- Completing all inspections/walk-arounds and logs required of all vehicles, equipment, and machinery/tools as applicable, prior to each use.
- If requested, assist in management of inventory and daily use of all tools, equipment, and vehicles by direction of the Maintenance Supervisor and Infrastructure & Development Manager.

Emergency Management

- If requested, take an active part in the Emergency Planning Committee, including all meetings, training, callouts, etc.

Competencies and Skills

Education and Work Experience:

- Post-secondary education or formal training in maintenance operations.
- Participate in all training offered.

Knowledge, Skills and Abilities:

- Mechanical aptitude with the ability to step in and fix equipment as required.
- Clear and concise communication style both verbally and in writing.
- Intermediate skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, Word, PowerPoint), SharePoint, related databases and the Internet.
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Must possess valid BC Class 5 Drivers License and be able to obtain a satisfactory Criminal Records check.
- Preferential hiring will be given to First Nations candidates, followed by Indigenous individuals, followed by experience working with First Nations, cultural understanding is imperative.