



Housing Maintenance Assistant In Training, \$18.00 per hour 5-Month Training Program

The West Moberly First Nations (WMFN) is located a 35 minutes drive/40 kms northwest of Chetwynd, BC at the west end of Moberly Lake. The area is surrounded by the lake and rivers, trees, and mountains. Our community values its mission which is to positively enhance the procession of West Moberly First Nations ethics with respect, honesty, fairness, integrity and self-motivation by promoting open communication with members, Chief & Council and staff.

About the position

The 5-month training program, November 1, 2021 until March 31, 2022, is open to everyone and the successful applicant will be exposed to a variety of maintenance duties.

Responsibilities:

- Comply with submission of:
 - Criminal Records Check, including Vulnerable Sectors.
 - Current driver's License and Driver's Abstract.
 - Copy of Carpenter's Red Seal Certificate and any other current safety tickets and certifications.
- Take direction from Housing Maintenance Supervisor and Housing Maintenance Assistant.
- Advise Housing Maintenance Supervisor and Assistant of any deficiencies within the Housing Maintenance Dept.
- Keep inventory of supplies and request replenishment as needed.
- Assist in the repair of minor damages and conduct regular maintenance to housing.
- Provide quality control of the Community's assets and services to its members.
- Other housing and infrastructure duties as requested.
- Participate in safety meeting each morning.
- Participate in all job training and safety training opportunities as required for the position; and

Maintenance

- Evaluate residential maintenance requests for maintenance of on-reserve housing and advise the Housing Maintenance Supervisor of problems.
- Repair minor damages and conduct regular maintenance to housing and band infrastructure.;
- Assist with determining solutions to situations that arise.
- Assist elders with their housing requests for maintenance; and
- Other housing duties as requested.



WMFN Vehicles, Small Engines and Equipment

- Check and maintain small engines.
- Sharpen and replace saw blades and chains on bush and chain saws.
- Ensure vehicles and machinery receive regular service and maintenance, and are equipped properly for service use; and
- Perform vehicle and machinery pre-trip and post-use inspections.

Other duties

- Pick up and delivery goods to and from town and other locations as requested.
- Provide guidance and direction for completion of tasks given to summer students.
- Assist summer students by showing how to properly operate band equipment in accordance with WorkSafe BC.

The Successful Candidate

We are looking for someone interested in becoming a housing maintenance professional, who has strong desire to learn new skills in home maintenance and general handyman type work. If you are interested in becoming certified as a carpenter or a cabinetmaker, it would be an asset. Would also prefer someone interested in learning about plumbing, electrical and HVAC systems. You will preferably have experience working in a First Nations community with knowledge of cultural practices or a keen interest in the culture.

Your toolkit will bring:

- Self motivation with strong interpersonal and communication skills.
- Basic computer skills.
- Basic knowledge of small engine repair (lawnmower, etc.), skid steer, mini excavator, and towing trailers, etc.
- Operation of basic hand tools (drills, etc.).
- Basic carpentry, and handyman repairs.

Qualifications/Education:

- Grade 10 completion or an equivalent combination of education and experience
- The following safety certificates are desired, but not essential, as training may be provided:
 - WHMIS 2015 certificate.
 - Transportation of Dangerous Goods.
 - Hazard Awareness.
 - Workplace Violence.



- Lock Out/Tag Out.
- Emergency First Aid w/ CPR.
- Fall Protection.
- Confined Space Entry & Rescue.
- Ground Disturbance.
- Pipeline Construction Safety Training; and
- Skid Steer.

Other:

- Possess Valid driver's license and clean driver's abstract an asset; and.
- Comply to Criminal Record Check, Vulnerable Sector.

How to Apply

Interested candidate can email their resume and letter to by no later than October 29, 2021 to jobs@westmo.org

We thank all applicants for their interest, however only individuals selected for an interview will be contacted.