



## Penticton Indian Band

841 Westhills Drive  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

December 4, 2023

### Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Housing Maintenance Operator</b>	<b>Classification:</b>	8
<b>Department:</b>	Housing	<b>Responsible To:</b>	Housing Manager
<b>Status:</b>	Full-time, Permanent	<b>Hours of Work:</b>	35 Hours per week
<b>Range:</b>	\$33-\$42- Per hour		
<b>Location:</b>	841 Westhills Drive, Penticton, BC		
<b>Closing Date:</b>	<b>Until Closed</b>		

#### Job Summary:

Housing Maintenance Operator to provide the preventative maintenance and repair services managed under the Housing Department. Reporting to the Housing Manager performs skilled carpentry work at the journeyman level in the installation, construction, alteration, troubleshooting, maintenance, repair and/or service of structural elements, fittings, and furniture in compliance with applicable BC Building code and regulations. To perform preventative maintenance, demand maintenance, and project work approaching on a variety of facility equipment and systems. May supervise designated maintenance staff and/or contractors as assigned.

#### Core Competencies:

- Accountability
- Reliability
- Communication
- Critical Thinking
- Strategic Thinking
- Decision Making
- High level of Customer Service
- Leadership
- Team Work
- Networking/Relationship Building
- Planning & organizing
- Risk Management
- Resource & Fiscal Management

#### Duties/Responsibilities:

- Skilled in general property maintenance carrying out carpentry and general repairs
- Ensure all works sites are kept clean and organized
- Works with Housing staff to help develop and implement preventative maintenance schedules
- Assessment of housing units requiring needed services and repairs
- Performs carpentry work in the construction and repair of residential floors, deck/stairs, doors, windows, furniture, fencing and gates

- Undertake cabinet making/repairs
- Supervise one or more employees engaged in carpentry tasks, as required
- Install windows, doors, and repair hardware as required
- Ensure project schedules are kept on track and on budget
- Ability and required skills to build/repair stairs, decks, ramps, replace interior/exterior doors, cabinets
- Ability and required skills to do minor drywall repairs/painting
- Comply with safety regulations and maintain clean and orderly work areas;
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at the job site;
- Collects and removes garbage and recyclable materials from job site;
- Perform minor fixes such as repairing broken locks, clean gutters, replace whirley birds;
- Removal and installation of appliances and equipment;
- Conducting repairs and maintenance of vacant units to prepare for new tenants move in;
- Keep a daily log of tasks;
- Keep effective time management and meet targeted deadlines;
- Prepare Project quotes and estimates as required;
- Determine cost benefit for repair or replacement.

## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

- Degree in Carpentry Trade
- Red Seal Journeyman Carpenter and registered with Skilled Trades BC and can sponsor apprentice candidates
- 5 + years carpentry experience
- Ability to use hand and power tools, including Drills, saws, nail guns, chisels, and sanders
- Cabinetry or joinery skills
- Comprehensive knowledge of BC Building Code
- Knowledge of Health and Safety Regulations and Job Hazard Assessments

### **Other Certifications, Licences, designations and Training**

- Valid First Aid Level One Occupational
- Valid Class 5 Drivers License with a clean driver's abstract
- Valid Insured vehicle and trailer
- Have Own tools and equipment

### **Minimum Level of Experience**

- Minimum 5 years working in field

### **Personality Traits (Required to be successful in position)**

- Dependable, Reliable and Approachable
- Compassionate and non-judgmental

## Assets:

- Knowledge of the Okanagan language, culture, or traditions
- Own/have access to an insured vehicle
- Indigenous Ancestry preferred

## Working Conditions:

- Exposure to various extreme weather conditions

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please **send a resume and cover letter to the attention of:**

### HR Department Penticton Indian Band

**Mail:** 841 Westhills Drive      **Fax:** (250) 493-2882  
Penticton, BC V2A 0E8      **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*