



Employment Opportunity

Building Maintenance Coordinator

The Tla'amin Nation is a modern, forward-thinking, self-governing nation located on the beautiful upper Sunshine Coast (qathet Region).

Position Summary

Job Type: Full-time, permanent
Hours of Work: 8:30AM – 4:30PM
Reporting to: Asset Manager
Department: Public Works

Tla'amin First Nation is seeking a full-time Building Maintenance Coordinator to ensure that Nation Buildings and Systems are maintained and repaired to industry best practices standards. The successful candidate will familiarize themselves with the building infrastructure and coordinate with both internal and external resources. This person will report to the Asset Manager in our Public Works department.

Key Responsibilities

Performs all duties and responsibilities in accordance with Tla'amin policies, standards, practices, and procedures as directed by the Asset Manager. Maintains confidentiality as required pertaining to members, clients, employees, and general matters of the Nation.

This role includes but is not limited to:

- Ensures annual maintenance and renewal programs are being followed
- Monitors and carries out preventative maintenance procedures for building, equipment, and grounds
- Responds to maintenance requests and handles necessary repairs in the building
- Coordinates external contractors and internal resources as required
- Ensures that buildings meet safety, security and fire regulations and policies
- Keeps accurate records of inspections, maintenance, and repairs
- Does Inventory control on cleaning, repair supplies and equipment
- Supervises janitorial staff, ensures facilities are kept clean
- Makes recommendations for major repairs and purchases to supervisor
- Maintains and does preventative pest control
- Ensures training of junior staff is up-to-date
- Other duties as required

Qualifications

Training, Education, Experience

- Has specific working knowledge of Heating, Ventilation and Air Conditioning (HVAC) systems is an asset
- Possesses basic knowledge of plumbing and electrical systems and/or must be willing to undergo basic HVAC training
- Is willing to pursue additional accreditations relevant to building maintenance

- Has experience using hand and electrical tools
- Is able to read technical manuals, drawings, and blueprints
- Has exemplary communication and interpersonal skills
- Has problem-solving, trouble-shooting capabilities

Knowledge, Skills, Abilities

- Has a valid Class 5 Driver's license
- Has proficient computer skills
- Is safety-minded
- Relevant experience in similar capacity an asset
- Has Grade 12 or equivalent
- Must submit a satisfactory driver's abstract and criminal record check that meets administrative approval

Working Conditions

The Building Maintenance Coordinator will often be working in the field on their feet and expected to complete minor repairs and maintenance when needed. There will also be work in an office setting when needed.

How to Apply

Please apply by sending your resume and cover letter by email to: jobs@tn-bc.ca noting "Building Maintenance Coordinator" in the subject heading of your e-mail or drop-off/mail to Attention: Human Resources Department, Tla'amin Nation, 4779 Klahanie Rd, Powell River, BC, V8A 0C4

Closing Date: August 29, 2022.

We thank all applicants for their interest, however only those shortlisted will be contacted.