



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Maintenance Officer Assistant
DEPARTMENT: Housing
SUPERVISOR: Housing Manager
TERMS: Full-Time, Permanent
REFERENCE #: 2025-004

Purpose of Position:

The primary responsibility of the Maintenance Officer Assistant will be to support the Maintenance Officer with preventative maintenance, repairs, and renovation program for TteS Administered Homes and other TteS Homes as determined from time to time. The Maintenance Officer Assistant will complete maintenance/repairs projects to maintain cost effective operations for the Housing Department, under the supervision of the Maintenance Officer.

Duties and Responsibilities:

- Assists with maintenance, repairs, renovation projects for the community on an as and when needed schedule to ensure high standard of living for TteS. (95%)
- Process work orders, daily work tickets, reports costing and inputs relevant data into Rent Manager database.
- Implements/follows CMHC Guidelines for Home Care/Repair.
- Ensures that all equipment and tools are used in a safe manner and are routinely maintained.
- Assists with inventory management.
- Reports equipment problems requiring servicing, repair, or replacement as soon possible to the Maintenance Officer.
- Maintains confidentiality on all matters relating to the affairs of TteS.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- 5% Other related duties as necessary.

Professional Certification, Education and Experience:

- Strong organizational and planning skills.
- Willingness to learn about preventative maintenance, repairs and renovations of a house or rental unit.
- Physically able to meet the demands of bending, lifting and twisting positions.
- Good communication and conflict resolution skills.
- Ability to establish and maintain effective working relationships with others.

- Knowledge and application of safety procedures to ensure a safe working environment.
- Ability and willingness to learn and operate the Housing Database Rent Manager
- Ability to work with minimal supervision and to prioritize workload duties.
- Ability to be flexible and adaptable to the environment.

Supervision or Training Duties:

Ability to work with minimal supervision and to prioritize workload duties.

Special Requirements:

Class 5 Driver's License

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$20.08-\$22.18/hour depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is January 23rd, 2025 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.