



POSITION TITLE: Maintenance Assistant

TERM: Full Time, Permanent

SUPERVISOR: Maintenance Supervisor

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



Job Summary

The Maintenance Assistant is responsible for working in collaboration with the Maintenance Supervisor for general oversight and completion of repairs and maintenance of the agency buildings and living spaces; assist with maintenance of fleet vehicles; assessment and recommendation of projects to Maintenance Supervisor and Director of Operations; project management as needed and in consultation with Maintenance Supervisor; research of companies and/or contractors including gathering quotes and bids on behalf of SCFSA and Maintenance Supervisor.

Qualifications

Education and Experience:

- Grade 12 plus 1 to 2 years related experience in building maintenance, property management or equivalent
- Understands and maintains professional boundaries and confidentiality
- Ability to adapt in time sensitive situations
- Valid BC drivers license



Skills and Abilities:

- Must be able to lift and stack objects up to 20 kg occasionally and frequently exert 5 to 10 kg of force to lift, carry, push, and pull or otherwise move objects
- Work involves frequent periods of standing and walking, which may include climbing ladders and staircases
- Work involves stooping, kneeling, crouching, twisting/turning and reaching, bending at the waist. Indoor/ out-door work environment with exposure to weather extremes
- Must be able to perceive the nature of sound, utilize near and far vision, depth perception, provide oral information, and possess the manual dexterity to handle and work with various materials and objects.

Working Conditions:

- Travel to multiple locations will be required.
- Potential for violence in the workplace.
- Hours of work are nonstandard and connected to services and community needs.
- Limited Supervision with occasional direction and very few checks of the work performed.

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Record Check.
- Must be able to obtain and maintain a valid BC Driver's License, class 5 with no restrictions.
- We offer a modified work week schedule, great benefits, time off at Christmas, team days, cultural training, elder support, and a great team to belong to!

Directly Supervises:

- None

Pay Grade:

- starting wage \$27.4830

SUBMIT COVER LETTER and RESUME

Human Resources Department
hr@secwepemcfamilies.org
153 Kootenay Way, Kamloops, BC V2H 0E6

Posted until Filled

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.