



Job Posting

Position: Housing Maintenance Worker

Department: Housing

Department Term: Full Time - 40 hrs per week, some evenings and weekends may be required.

(Funding based position – potential for extension)

Start date: ASAP (or until position is filled)

Reports to: Housing Manager

Role: Work alongside the UNB Housing department to complete repairs related to the buildings and grounds in one or more areas such as electrical, plumbing, painting & groundskeeping.

Key Responsibilities:

- Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment, and grounds. Ensures building and equipment meet all safety, security, and fire regulations and policies.
- Complete and maintain maintenance logs and work orders daily.
- Perform carpentry, electrical, painting, mechanical and plumbing maintenance, and repairs installing plugs, switches, repairing drywall, replacing sinks, toilets, etc.
- Collect and remove garbage and recyclable materials and ensure the safe disposal of hazardous waste.
- Clean external areas such as sidewalks and parking lots using manual and power brooms, rakes, shovels, and other equipment to remove dirt, leaves, snow, and other refuse.
- Perform minor gardening and lawn maintenance tasks such as mowing, weeding, pruning, and watering.
- Transport equipment, furniture, and supplies manually and/or using aids such as dollies and carts.
- Operate a motor vehicle to pick up and move goods and supplies.
- Other duties as assigned by the Housing Manager

Qualifications/Experience:

- A trade certificate is preferred (or equivalent experience).
- High School Diploma or acceptable combination of education, experience, and formal training.
- Valid Canadian unrestricted Driver's Licence and access to a reliable vehicle.
- Occupational First Aid Level I required.
- Criminal Record Check – must have a clean record.

Required Knowledge, Skills and Abilities:

1. A working knowledge of heating, cooling, plumbing, irrigation, and electrical systems is essential.
2. Ability to understand technical manuals and drawings.
3. Physical strength and agility sufficient for performing the duties of the job: ability to manually lift objects weighing up to 50 pounds.
4. Ability to work flexible hours.
5. Ability to work well independently and as part of a team.
6. Ability to be aware of safety hazards and how to minimize risks in the workplace. .
7. Ability to operate maintenance equipment.
8. Knowledge of sylvx history and culture is an asset.

Send cover letter and resume by via hand delivery, mail, or e-mail, to on or before March 5th, 2024:

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.