



# NAK'AZDLI WHUT'EN

## Housing Department

P.O. Box 1329, Fort St. James, B.C. V0J 1P0  
(T) 250-996-0088 (F) 250-996-0015

## Job Posting

### Maintenance Workers

Nak'azdli Whut'en Housing Department is seeking to fill 2 Home and Building Maintenance Workers to join the Housing Department team. The applicant must possess positive team-oriented attitude with strong work ethics.

#### Job Duties and Responsibilities:

- Work under the direction of the Housing Supervisor in all aspects of home repairs and maintenance.
- Cleaning job sites to ensure safety.
- Document daily work with site information.
- Keep an inventory of all tools, parts and supplies associated with maintenance.
- Learn about tenant relations and communications.
- Be present for move in/out inspections.
- Ensure proper documentation is submitted for entry into ASAP program.
- Assist with maintenance workshop presentations.
- Other duties as required by supervisor.

#### Minimum Qualifications:

- A minimum of grade 10 education or 3 years' experience in the construction field.
- Understanding of work site safety.
- Must have steel toed boots.
- Strong written and verbal communication skills.
- Construction, home repair and maintenance experience.
- Excellent interpersonal skills – works well as a team.
- Must have proven ability to self-direct and manage time and tasks.
- Driver's License - Class 5 or 7 would be an asset.

**Closing Date:** OPEN UNTIL FILLED

Interested applicants may send their cover letter and resume's to CHL Office or email to Sheila Caswell [housing@nakazdli.ca](mailto:housing@nakazdli.ca)

**NOTE:** Only those applicants who meet the minimum requirements will be contacted for an interview.

**NO PHONE CALLS PLEASE**