

## Our Vision

Ch'iyáqtel (Tzeachten First Nation) remains the keepers of our traditional territories, this responsibility being passed on to us by our ancestors and exercised through sound cultural, environmental, and socio-economic stewardship.

## Position Summary

Reporting directly to the Housing and Public Works Manager, the General Tradesperson is a hands on, jack of all trades responsible for maintaining, repairing, and managing all Band owned buildings and member homes. This position ensures that Ch'iyáqtel housing and facilities are safe, functional, and well cared for, while responding to community needs in a timely and respectful way. The General Tradesperson will perform a wide variety of repair and upkeep tasks, ranging from carpentry and plumbing to painting and groundwork, while coordinating contractors for specialized services when needed.

Performs all duties and responsibilities in accordance with Ch'iyáqtel policies, standards, practices, and procedures. Strong cultural sensitivity with a deep respect for Ch'iyáqtel culture, traditions language and protocols.

## Key Responsibilities

- Perform a wide range of interior and exterior repairs and other related duties.
- Conduct preventative maintenance such minor upgrades to extend the lifespan of facilities and homes.
- Respond promptly to service requests and emergencies.
- Complete seasonal work.
- Maintain an inventory of tools, materials, and supplies.
- Carry out regular inspections of homes, offices, and community spaces.
- Repair or replace fixtures, equipment, and structural elements.
- Assist with housing turnover by completing move-in/move-out inspections.
- Support the upkeep of community hall, administrative offices, and recreational facilities.
- Coordinate with, schedule, and oversee external contractors when required.
- Track and document all projects, work orders, repairs, and maintenance projects.
- Provide input and recommendations to management.
- Ensure all work is performed in compliance with the BC Building Code, WorkSafeBC standards.
- Identify potential hazards and carry out corrective actions or escalate issues where appropriate.
- Promote a culture of safety awareness.
- Clearly communicate with residents and staff regarding timelines, progress, and any delays in maintenance work.
- Support community events and programs by preparing facilities and assisting with set-up or maintenance needs.
- Full Job description will be provided to successful candidate.

## Qualifications, Knowledge, Skills and Abilities

- Grade 12 or equivalent required
- Post secondary education in trades related field (Certificate, Diploma or apprenticeship) is an asset.
- Minimum of 3–5 years of hands-on maintenance or general trades experience.
- Valid Class 5 BC Driver's license and abstract with no restrictions.
- Ability to provide a satisfactory criminal record check.
- Broad range of skills in building and housing maintenance (jack-of-all-trades).
- Knowledge of housing/building codes, WorkSafeBC regulations, and workplace safety requirements.
- Strong organizational and time-management skills.
- Strong written skills for report writing and documentation of work.
- Intermediate computer skills, including Microsoft Office and maintenance tracking software.
- Highly developed interpersonal and communication skills, conflict resolution and customer service.
- Ability to work independently and as part of a team.
- Physically capable of performing manual labour, including lifting, climbing, bending, and outdoor work in varying weather conditions.

## Working Conditions

Work is performed in various community locations and buildings around the Nation. Requires flexibility to respond to urgent repairs outside of regular work hours to support organizational and community needs. Involves physically demanding tasks and use of tools, Ladders and equipment.

## Application Deadline: Open until filled

Salary Range: \$45.86 - \$54.76

Candidates will be screened according to the qualifications, knowledge, abilities, and skills required above. Interested candidates are required to submit a resume and to indicate the job title position above on their covering letter in confidence to:

Ch'íyáqtel (Tzeachten First Nation)

Attention: Travis Swanberg, Public Works and Housing Manager

#100 - 45855 Promontory Road

Chilliwack, BC V2R 0H3

Email: careers@tzeachten.ca

Fax: 604-858-3382

Qualified applicants who are not selected for this position may be considered for future vacancies within Ch'íyáqtel. An eligibility list may be established and used to fill similar temporary, term, or permanent positions for up to twelve (12) months following the closing date of this competition.

*We encourage candidates to self-identity as First Nations, Inuit, or Metis in their application. We regret that we will only contact the applicants chosen for an interview. We thank all applicants for their interest in working for Ch'íyáqtel.*