



## JOB POSTING

**\*\*Repost \*\***

<b>Title:</b>	<b>Lead Work Hand, Operations &amp; Maintenance</b>
<b>Office(s):</b>	<b>Infrastructure, Operations, and Housing</b>
<b>Wage Scale:</b>	<b>Dependent on qualifications and experiences</b>
<b>Benefits:</b>	As per Band Policy
<b>Reports To:</b>	<b>Director of Infrastructure, Operations, and Housing</b>

**POTENTIAL START DATE:** OCTOBER 31, 2022 OR AS SOON AS POSSIBLE

**POSITION TYPE:** FULL TIME - PERMANENT

### **POSITION SUMMARY:**

The Cook's Ferry Indian Band's Infrastructure, Housing and Public Works delivers essential services that are relied on as part of the daily lives of members.

The Team is responsible for housing and road maintenance, infrastructure construction, solid waste collection (garbage, recycling and compost), street signs, snow removal, parks and cemeteries, sidewalks and roads. One of the most important responsibilities is ensuring clean and safe water.

Reporting to the Director, the **Lead Work Hand - Operations & Maintenance** performs a variety of tasks and duties of a physical nature related to public works, infrastructure and equipment. The successful applicant must demonstrate skill, knowledge and experience repairing and maintaining infrastructure and the operation, maintenance and repair of equipment relevant to the position. Due to the physical nature of the position, the successful applicant must be physically fit in order to carry out designated responsibilities. The successful applicant must be a team player possessing effective communication skills and must be courteous and respectful to Council, supervisors, colleagues, and the general public.

### **DUTIES AND RESPONSIBILITIES:**

Duties include but not limited to • performing maintenance, repair, and construction of roads/drainage infrastructure systems. • Undertaking of solid waste disposal and/or garbage collection. • performing inspection maintenance such as catch basins and cleanouts. • performing drainage and flood prevention maintenance. • performing grading & paving, shouldering and transportation corridor maintenance. • performing vegetation management and sightline pruning. • Assisting in conducting housing maintenance. • Operates vehicles, tools and equipment to complete the assigned tasks. • Responds and deals with enquiries from the public.

### **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS**

Knowledge and experience in the methods, materials, tools and equipment used in related maintenance and in the proper and safe operation of a variety of hand and power tools and other equipment related to the work. • Good interpersonal and communication skills to deal tactfully, courteously and accurately with the public and staff, work effectively within a team. • Enthusiastic, positive attitude and customer-service orientation. • Ability to analyze and troubleshoot. • Sufficient physical strength, stamina and coordination to perform heavy manual outdoor work in all weather conditions. The successful applicant will be asked to provide proof of a valid Class 5 (or lower) BC Driver's license and **must be in compliance with the Band's Mandatory Vaccination Policy at the time of work scheduling.**

### **APPLICATION PROCEDURE:**

**Please Submit a resume by Friday, October 14, 2022 to:**

Boyd Clark, Acting Band Manager

Cooks Ferry Indian Band

PO Box 130, 3691 Deer Lane

Spences Bridge, BC V0K 2L0

**E-Mail: [acting.manager@cooksferri.ca](mailto:acting.manager@cooksferri.ca)**

We thank all applicants for their interest; however, only short-listed candidates will be contacted.