



JOB DESCRIPTION

Maintenance Supervisor

REPORTS TO: Chief Executive Officer ("CEO")

LOCATION: K'ómoks Economic Development Corporation ("KEDC") businesses

HOURS: Variable. Hours and schedule based on needs

Wage Range: \$23.10 - \$25.00

Position Overview

The Maintenance Supervisor will oversee, organize, direct, and evaluate all KEDC buildings and facilities on site. With a solid understanding of multiple trades areas, maintenance processes and health and safety requirements the Maintenance Supervisor will perform routine custodial and cleaning duties of facilities.

Key Responsibilities

- Maintain grounds, and perform upkeep around buildings throughout KEDC's properties, including garbage removal, and landscape work.
 - Perform regular checks of properties for damage, safety-concerns, vandalism and graffiti; repairing and removing as needed; reporting security issues
 - Perform routine and preventative maintenance on infrastructure, vehicles, and equipment
 - Abide by all pertinent occupational health & safety (OHS) and KEDC policies, procedures, and protocols
 - Perform property maintenance, including but not limited to basic plumbing, electrical, painting, carpentry
 - Respond to requests for information on KEDC facility amenities and conditions, as needed
 - Plan, organize and direct administrative services such as signage, cleaning, maintenance, parking, safety inspections, security and snow removal
 - Complete administrative tasks such as timesheets and reports.
 - Inform business managers of any issues or concerns regarding the properties and inform CEO of any major repairs or property issues that may require additional services
 - Maintain a clean and organized work environment, including daily cleaning of all equipment and facilities
 - Work directly with K'ómoks First Nation's maintenance department to facilitate maintenance and projects required for joint facilities
 - Operate power tools, such as chain saws and construction tools equipment in a safe manner
 - Building and maintaining positive community relations
 - Other duties as required
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Knowledge, Skills, And Abilities

- Working proficiency in trades including but not limited to plumbing, electrical, and carpentry
- Self-motivated, disciplined and ability to work independently as well as follow directions
- Ability to effectively multi-task, troubleshoot and manage stressful situations
- Strong planning and time management skills
- Strong knowledge of provincial and federal OHS
- Ability to establish positive working relationships with staff,
- Proficient in landscaping techniques and ability to operate landscaping equipment as needed
- Ability to display tact, respect and diplomacy
- Ability to communicate effectively, with strong written and verbal communication skills
- Computer literate in Microsoft Office and proficient with Excel and Word an asset
- Cultural sensitivity and awareness of First Nations in BC an asset

Education And Experience

- Highschool Diploma
- Trades certificate or diploma considered an asset
- Proven experience working in maintenance, construction or trades
- Combination of education and experience will be considered
- Class 5 Driver's license required
- WHMIS Certification, and First Aid Level 1 Certification considered an asset
- Experience working in and with the Indigenous community preferred

Working Conditions

- Able to stand, crouch, bend, kneel and/or sit for extended periods of time and repetitively
 - Able to lift up to 30 lbs, climb ladders and work from elevation, and walk on varied terrain
 - Working both in an office environment and in outside environment
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