



## **EMPLOYMENT OPPORTUNITY**

### **Maintainer, Property and Systems**

**Job Classification:** Maintainer, Property and Systems – Full-Time  
**Competition #:** 2023-17

#### **About the Role**

Reporting to the Team Lead, Maintenance, this position performs preventative and on-demand maintenance, minor repairs, and upgrades on existing Vuntut Gwitchin Government (VGG) building structures, housing, and components. The maintainer is also responsible for the diagnostic, maintenance, and system and equipment repair.

#### **What you bring**

- Completion of a housing maintainer program or trades certification (journey person ticket) is an asset;
- Experience in construction and/or infrastructure maintenance and repair;
- Experience in plumbing, carpentry, HVAC, electrical and/or mechanical systems;
- Experience using hand and power tools;
- Experience working with national, territorial, and local building codes and regulations; and
- Knowledge of workplace safety and safe lifting and handling procedures;
- Experience working in a northern indigenous community is an asset;
- Class 5 Driver's License with clean driver's abstract; and
- Current Criminal Records Check.

#### **Working Conditions**

- Adaptable to changing work assignments; and
- Location is Old Crow, YT.

#### **What we offer**

- A supportive and safe work environment;
- Competitive compensation will be commensurate with qualifications, up to \$49.73/hr;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

#### **Working with Vuntut Gwitchin First Nation**

*Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.*

**The competition will remain open until filled.**

Please forward your resume to:

Human Resources Department  
Vuntut Gwitchin First Nation  
P.O. Box 94  
Old Crow, YT Y0B 1N0  
Email: [employment@vgfn.net](mailto:employment@vgfn.net)

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

*While we appreciate all applications, only those selected for further consideration will be contacted.*



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## POSITION PROFILE

INTRODUCTION	
Position Title: Maintainer, Property and Systems	Reports To: Team Lead, Maintenance
Dept: Government Services	Location: Old Crow, YT
Staff: 0	Revision Date: April 2023
PURPOSE	
<p>Reporting to the Team Lead, Maintenance this position performs preventative and on-demand maintenance, minor repairs, and upgrades on existing Vuntut Gwitchin Government (VGG) building structures, housing and components. The position is also responsible for diagnostic, maintenance and repairs of systems and equipment.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> <li>• Builds, maintains, and repairs building infrastructure, including other elements such as decks, stairs, walls, floors, doors, windows and cabinets;</li> <li>• Maintains and repairs plumbing systems including piping, fittings, valves, vents and fixtures for the supply and disposal of water;</li> <li>• Maintains and repairs heating and electrical systems including appliances, outlets, and fixtures;</li> <li>• Maintains components of buildings including chimneys, tanks, gutters, downspouts, flashings, roofing systems, wall coverings and paint;</li> <li>• Maintains and repairs tiles, rolled flooring goods, carpet, and underlay;</li> <li>• Maintains and services power tools and equipment for building maintenance;</li> <li>• Regular communication and planning with Manager to anticipate the need for building materials and plans accordingly to ensure inventory is available for scheduled projects;</li> <li>• Follows standard operating procedures and safety processes relevant to the assignment and completes workplace incident reports immediately if an accident occurs. Communicates any safety concerns to the Manager;</li> <li>• Provides on-the-job mentorship and direction to develop the maintenance skills of helpers and casuals; and</li> <li>• All other duties as assigned.</li> </ul>	
ACCOUNTABILITY & IMPACT	
<ul style="list-style-type: none"> <li>• Adherence to building code requirements, safe work practices and safety legislation;</li> <li>• Effective and safe use of hand and power tools;</li> </ul>	

- Completes assigned tasks effectively and on schedule;
- Interactions with colleagues and the public are positive, helpful, and professional; and
- The VGG Standards of Conduct are modelled and promoted.

**FINANCIAL CONTROL**

Annual budget under direct control of this position:	None
Other responsibilities & influences:	None

**WORKING CONDITIONS**

Environment:	Work takes place indoors, at community site locations and client houses. It can be exposed to cold weather.
Physical:	This position requires the incumbent to be physically fit. Moderate and frequent activity including lifting, walking, standing, bending, and climbing ladders.
Hazards/equipment:	Exposure to power tools and building/mechanical equipment, dust, odours, oil, fumes, noise which can cause injury, illness, or irritation to the senses. Personal protective equipment is required.
Travel:	None

*This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.*

## POSITION COMPETENCY PROFILE

<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Completion of a housing maintainer program or trades certification (journeyperson ticket) is an asset;</li><li>• Experience in construction and/or infrastructure maintenance and repair;</li><li>• Experience in plumbing, carpentry, HVAC, electrical and/or mechanical systems;</li><li>• Experience using hand and power tools;</li><li>• Experience working with national, territorial, and local building codes and regulations; and</li><li>• Knowledge of workplace safety and safe lifting and handling procedures.</li></ul>
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"><li>• Client service</li><li>• Respect</li><li>• Communication</li><li>• Self-awareness</li><li>• Time management</li><li>• Teamwork</li><li>• Adaptability</li><li>• Initiative</li></ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"><li>• Criminal Record Check;</li><li>• Copy of trade certificate (if applicable); and</li><li>• Class 5 Driver's License with clean driver's abstract.</li></ul>