



TSAWWASSEN FIRST NATION
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EMPLOYMENT OPPORTUNITY

Facilities Projects Supervisor
(Full time)

The Tsawwassen First Nation Lands Department is seeking to add an enthusiastic, hard working Facilities Projects Supervisor to its team. Under the supervision of the Manager of Engineering Services, this person will be responsible for supervising a small team and participating in performing routine building maintenance tasks including building construction, maintenance and remodeling tasks in one or more fields (e.g. carpentry; electrical; heating; ventilation, and air conditioning (HVAC); plumbing, etc.); learns to perform tasks in other fields; and performs other tasks as assigned.

Responsibilities:

- Supervises and works along with Facilities Labourers to complete tasks
- Documents service requests and special project requirements
- Completes special projects and/or oversees the selection and work of contractor(s) where required
- Creates plans for completion of tasks including schedules, tools and equipment required as well as assigning employees and other resources accordingly
- Reviews and approves electronic employee timesheets
- Gains job specific expertise through various sources (e.g. on-the-job training, trade publications, vendor publications and manuals, etc.) to become proficient in the identified primary field
- Installs insulation to building walls, ceilings and floors to provide sound and thermal barriers using various tools and materials (e.g. wire, knives, dust masks, etc.)
- Installs attachments and accessories at user work stations to provide for ease of work using various hand, power and specialty tools
- Performs minor electrical maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.) to provide operable and efficient plumbing capabilities
- Assists in performing scheduled and “as needed” inspection and preventive maintenance on tools and equipment to maintain operability of the tools and equipment
- Confers with Manager of Engineering Services to discuss work processes and problems, the best techniques for various maintenance and repair needs, and receive counseling and instructions
- Attend work unit staff meetings to obtain and disseminate information and participate in discussions on appropriate resolutions to problems

- Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks
- Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.)
- Receives direction, guidance and instruction from the Manager in the correct operation of equipment and materials used to complete required maintenance activities
- Replaces or updates inoperable or old building materials and appliances (e.g. motors, belts, pumps, window glass, sinks, doors, smoke alarms, cabinets, shelves, tile, light fixtures, filter systems, patios etc.) to provide a safe, comfortable working environment for employees using various tools and materials (e.g. ladders, power saws, hammers, drills, etc).
- Assist other trade personnel in their work.
- Use miscellaneous office equipment (e.g. calculators, computers, fax machines, copiers, etc.).

Qualifications or Experience:

- Supervisory experience in a service and/or trades related environment
- Grade 12 education plus a minimum of six months job related experience
- The correct selection and safe use of various applicable hand and power tools
- Sound knowledge of routine building maintenance and minor repairs
- Awareness of work safe practices
- Requires any combination of related education and apprentice, trades helper or equivalent experience in building construction, maintenance and repair to total two (2) years
- Allowable education includes technical training in a field related to building maintenance through an accredited college or university
- Sufficient physical strength, stamina, and coordination to permit the performance of heavy manual outdoor work in all weather conditions
- Possession of a valid BC Class 5 drivers license and Level 1 First Aid

Please e-mail to resume, cover letter and salary expectations to
hr@tsawwassenfirstnation.com

Or drop off/send to:
 Human Resources
 1926 Tsawwassen Drive
 Tsawwassen, BC V4M 4G2
 Fax: 604-948-5249

Deadline date: Friday September 15th, 2017

Wages: Based on experience

Hours of work: Monday to Friday 8:00am to 4:30 pm (plus some evening and weekends required)

Please Note: Only short-listed candidates will be contacted for an interview, however, we wish to thank all interested applicants.

Pursuant to the Tsawwassen First Nation *Government Employees Act*, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC *Family Law Act*) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.