



Maintenance Supervisor

About the Kwikwetlem First Nation

Kwikwetlem First Nation are proud hə́h ǰəmiḥ ə́n-speaking (downriver Halkomelem) Coast Salish people who descended from a tradition of Elders who were renowned as spirit and winter dancers, skilled canoe builders, and mastersturgeon and salmon fishers. The Kwikwetlem people are guided by the teachings of their Elders to respect, care for, and protect their Nation, culture, and lands, waters, and resources for past, present, and future generations. Their culture and heritage are the legacy of their ancestors and are what defines and unites the Kwikwetlem people.

About the Opportunity

The Kwikwetlem First Nation has an exciting opportunity for a full-time Maintenance Supervisor to join our Community Services team in Coquitlam, BC. This role reports directly to the Manager, Housing & Public Works and is responsible for ensuring the timely repair and maintenance of the Nation's Access Roads, Administration Buildings, Social and Band Housing and Senior Housing. Knowledge of building and equipment maintenance procedures and know health and safety regulations and practices is a must have.

Responsibilities will include, but are not limited to:

- Inspect sites regularly to identify problems and necessary maintenance.
- Prepare weekly maintenance schedules and allocate work as per forecasted workloads.
- Supervise and train other Housing Maintenance Staff or Interns/ Students.
- Coordinate daily cleaning and maintenance activities.
- Oversee all repairs and ensure that work is completed on time.
- Maintain all inventory and equipment and ensure proper storage.
- Comply with all health ad safety regulations and practices on site.
- Conduct preventative maintenance work.
- Conduct safety inspection as needed.
- Establish strategies to meet workload demands on time.

About the Ideal Candidate

- You have a background in and hands on working knowledge of building trades, cleaning procedures and commercial maintenance practices along with a solid understanding of health and safety regulations and practices. Ideally, you have experience working with First Nations communities, or you are passionate about advocating for marginalized communities.
- You see the interdependent connection between businesses and departments which allows you to make informed and intentional decisions through strong critical thinking skills.
- Your confidence and tact when working with others enables you to share ideas and recommendations with large groups in an engaging way.

- You are self-managed, goal oriented and finish what you start.
- College or trades certificate (asset) and/ or minimum of 2 years' experience as a Maintenance Supervisor (required).
- Demonstrate high emotional intelligence, patience, and integrity with a commitment to team-driven success and leading by example.
- Excellent communication and listening skills with a holistic, human-first approach to overcoming challenges within the Kwikwetlem First Nation.
- Proficiency and experience working with technology, with advanced MS Office skills
- Experience setting and managing department or project budgets; experience using accounting systems, specifically Xyntax is ideal.
- Valid BC Drivers License, a clean driver's abstract and eligible for coverage under the Nation's vehicle insurance policies
- Experience working with First Nations communities or non-profit organizations is an asset.

About the Rewards

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem First Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people.

If this opportunity matches your values, education, and experience, please submit your resume and cover letter to hr@kwikwetlem.com

Please be advised that due to the volume of applications received, only short-listed candidates will be contacted.