



Snuneymuxw

First Nation

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JOB POSTING

HOUSING MAINTENANCE TECHNICIAN

Permanent Full-Time

\$30 - \$35.25 per hour

JOB SUMMARY

The Housing Maintenance Technician will support housing and facilities maintenance for Snuneymuxw First Nation and its members and reports directly to the Housing Director. The incumbent will provide a range of maintenance duties including, repairs, troubleshooting, record management, organizing the delivery of indoor and outdoor services, inspections and quality control to residences, apartment complexes, and a variety of other SFN buildings. The incumbent will provide direction to members of the team and oversee the activities of contractors performing construction or repair work. As a key point of contact, the Housing Maintenance Technician communicates to a variety of stakeholders on a regular basis.

DUTIES & RESPONSIBILITIES

As the Housing Maintenance Technician, you will be responsible for the following duties:

- Responds to and evaluates tenants' requests for maintenance concerns and coordinates scheduled repairs with the residents.
- Diagnoses and troubleshoots maintenance issues as required.
- Provides direction, trains and monitors team members with respect to maintenance and repair services. Oversees specialized tradespersons and contractors.
- Performs routine maintenance tasks including painting, drywall, basic plumbing, electrical, heating, cooling, ventilation, flooring, door and window fixes and carpentry work.
- Installs and repairs household appliances as needed.
- Communicates with tenants and manages expectations regarding maintenance schedules and disruptions.
- Performs regular inspections of buildings and grounds, ensuring the properties meet safety, security and fire regulations.
- Maintains records of maintenance work orders, repairs, inspections and an up-to-date inventory of equipment.
- May require availability during the weekends and holidays to respond to emergency situations such as floods, security access or other urgent situations.



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- Communicates with supervisors on the maintenance status of equipment and facilities and maintenance hazards where appropriate.
- Attends training sessions to remain current with best practices for maintaining facilities.
- Maintains common indoor areas (hallways, entrances, etc.) and performs basic landscaping and lawn maintenance.
- Moves furniture, equipment, supplies and waste from facilities as required.
- Manages the routine upkeep of outdoor areas, building exteriors, and parking lots.
- Performs other tasks and duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of a high school diploma or equivalent required.
- Two years' experience working in a general maintenance position including carpentry, plumbing and electrical.
- Certifications in building maintenance and facilities management from accredited institutions are preferred.
- Red seal certification in a maintenance/construction trade considered an asset but not essential.
- Previous lead hand or supervisory experience preferred.
- Previous experience working in a First Nation community with knowledge of cultural practices or a demonstrated keen interest in learning the culture.
- A valid BC Driver's license with a clean driver's abstract is required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Proven ability to assess, troubleshoot and problem solve general maintenance issues.
- Basic knowledge of plumbing, electrical, carpentry and painting is essential.
- Knowledge and experience operating and cleaning power tools, machinery and equipment.
- Knowledge of mechanical, electrical, HVAC, building systems and home repair techniques.
- Ability to organize, prioritize, delegate and supervise work to multiple team members.
- Ability to troubleshoot maintenance issues and find effective solutions.
- Familiarity sourcing parts and services for repair and maintenance work.
- Ability to track and report on various operational matters, including inventories.
- Proven knowledge and familiarity with safety matters, including compliance with WorkSafe BC regulations and requirements and adherence to safety procedures and regulations.
- Keen judgement combined with an ability to work in a team and a desire to help others.
- Ability to interact with tenants professionally and courteously, while maintaining the confidentiality and privacy of the building's occupants.



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- A self-starter with excellent initiative, prioritization and time management skills to complete a variety of tasks.
- Ability to interpret maintenance instructions, manuals, safety rules, and other documents

WILLINGNESS STATEMENTS

- You are required to provide proof of your certificates and professional designations.
- You will be subject to a satisfactory reference check and criminal record check.
- You must maintain strict confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion and accountability in performing the duties of this position.
- You must adhere to Snuneymuxw First Nation's policies and procedures.
- You will be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
- You may be required to work additional hours to meet operational needs when necessary.
- You will present a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.

Please submit your current resume and cover letter to:

hr@snuneymuxw.ca

Application Deadline: September 2, 2025 4:00 PM PT/PST

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
Collaboration	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide, and act on feedback
Community Commitment	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises
Integrity	Own your actions, successes, and mistakes



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Innovation

Act with transparency, honesty, and respect

Do what you say you will do

Look for ways to improve and create positive change

Think broadly and take a wider viewpoint

Be responsive to new ideas and opportunities