



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

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EMPLOYMENT OPPORTUNITY

General Trades Worker

Employment Type: Term 1 year

Salary: \$68,814 - \$82,570 per annum plus an excellent benefits package

Location: Old Crow, Yukon

Reporting to the Construction Projects Manager, this position is responsible for preparation and carrying out sub trades in construction projects and maintenance activities on buildings and other property owned by VGG and for services delivered by VGG to customers.

Education and Experience:

Completion of Grade 10 and a certificate in one or more trades (plumbing, heating, electrical etc.)

Conditions of Employment:

Willingness to work in extreme cold temperatures and darkness
Class 5 driver's license

VGG Human Resources Policy will apply. A copy of the job description can be picked up from the Human Resources office.

We thank all those who apply but only those selected for further consideration will be contacted.

Closing Date: October 21, 2019 at 4:00 PM

Send cover letter, resume and certificates to:

Malinda Bruce
Human Resource Manager
Vuntut Gwitchin First Nations
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3008
Email: jobs@vgfn.net

Posted: October 7, 2019

Vuntut Gwitchin Government

- A. **Identification:** General Trades Worker
- Department:** Government Services and Housing
- Supervisor:** Construction Projects Manager
- Date:** October 2010
- Status:** Seasonal
- Level:** 6
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B. **Job Summary:**

Reporting to the Construction Projects Manager, this position is responsible for preparation and carrying out sub trades in construction projects and maintenance activities on buildings and other property owned by VGG and for services delivered by VGG to customers.

C. **Main Duties:**

Provides services by:

- Conducting repairs, servicing for preventative maintenance, and upgrading on a variety of systems and components associated with heating and plumbing systems
- Installing systems and components into new construction and current buildings
- Identifying problems with components, locating parts in inventory or informing purchasing officer when parts need to be ordered
- Informing supervisor when major work is required
- Performing minor carpentry work associated with plumbing and heating systems
- Identifying problems with electrical fixtures and equipment, repairing basic components including changing ballasts
- Assembling, installing and/or repairing facility furnishings and fixtures
- Cleaning and maintaining tools and equipment applicable to maintenance work
- Recommending on maintenance schedule, and carrying out schedule
- Documenting work orders, inventories, and other related paperwork
- Responding to emergencies outside of normal work hours

D. **Job Knowledge and Skills:**

Education

- Completion of Grade 10 and a certificate in one or more trades (plumbing, heating, electrical etc.)
- Knowledge of basic plumbing, carpentry and electrical methods and practices;
- Knowledge of hazards and safe work practices with respect to general building maintenance;
- Experience in organizing and prioritizing building repair requirements;
- Experience in dealing with the public in a service capacity;
- WHMIS certificate
- Transportation of Dangerous Goods certificate

Management Skills:

- Ability to assume responsibility and meet deadlines
- Ability to work with minimal supervision
- Ability to follow directions
- Ability to lead projects in the absence of supervisor

Specific Skills:

- Ability to operate hand and power tools commonly used in building maintenance
- Ability to evaluate a problem or situation and arrive at a logical plan
- Identify and correct safety hazards
- Perform building maintenance work and manual labor
- Lift and carry objects safely
- Climb ladders to various heights
- Work in confined spaces
- Perform simply arithmetic calculations
- Mechanical aptitude
- Blueprint reading /mechanical drawing reading an asset
- Ability to operate commercial vehicles and carry out simple troubleshooting and maintenance

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light.

E. Decision Making:

The Property Manager establishes the general goals, objectives and expectations for this position. The position is then expected to work independently in organizing and prioritizing work commitments to meet the objectives. The position is expected to consult with the supervisor with respect to conflicts the incumbent has been unable to resolve. Decision-making is required for determining plan for installing, troubleshooting and repairing equipment and facilities.

The position also advises when contractors for heating, electrical, ventilation and other system are required.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, following WHIMS and Occupational Health and Safety regulations, providing good service, and ensuring that work is conducted in a timely manner. The work of a property maintenance worker is important to the well being of home owners and users of VGG properties and errors made in prioritizing required repairs may result in significant or irreparable damage to properties, impacting home owners/tenants and result in increased costs to the First Nation.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily

Customers	Delivery quality work	Daily
Building Project Manager	Information exchange, team work	As required

H. Positions Supervised: None

I. Working Conditions:

The building maintenance worker carries out several different tasks in a single day, at any number of locations in a variety of buildings. The level requires a high level of adaptability and flexibility as there are few industries in Old Crow delivering services such as heating, electrical, fuel, transport or maintenance services. The incumbent is expected to have a wide knowledge of trades.

The incumbent is also expected to deal with emergencies in first nation housing and buildings, other agencies operating in the town as they occur including after official working hours. The position also remains on call during holiday breaks e.g. between Christmas and New Year.

Spiritual:

Being respectful of traditional beliefs and practices.

Physical:

Isolated living conditions in extreme temperature and light conditions
 Standing for long periods of time, lifting heavy objects, climbing ladders, and working in uncomfortably hot or cold environments, and in awkward and cramped positions or while standing on a ladder.
 Exposure to possible electrical shock, burns, falls, cuts and bruises.

Mental:

Regular need to meet multiple service deadlines and striving for good service
 Regular need to analyze problems and solve problems
 Working in evening, late night or on the weekend and be on call for emergency repairs.

Emotional:

Dealing with customers who could be under stress due to broken heating and plumbing components.

J: Conditions of Employment

Willingness to work in extreme cold temperatures and darkness
 Class 5 driver's license or Old Crow snowmobile/atv driver's license

SIGNATURES:

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor _____</p> <p>Date _____</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent _____</p> <p>Date _____</p>
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