

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT



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

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

EMPLOYMENT OPPORTUNITY MAINTENANCE HELPER

The Job

Reporting to the Property Maintenance Worker this position is responsible for assisting and carrying out heating, plumbing and carpentry maintenance activities on buildings and other property owned by VGG, for construction projects, and for services delivered by VGG to customers. This Position is supervised by the Property Maintenance Worker.

Qualifications

- **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**
- **Install, service and repair all Toyo stoves**
- **Maintain inventory for Toyo stoves and Toyo tools are required**
- **Monitor Fuel deliveries from Air North and deliver to Special Projects Manager**
- **Test fuel as required from time to time as directed by supervisor**

Education:

- **Completion of Grade 10 supplemented with training or experience in general building trades requirements;**
- **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**

Pay Range

\$49,588 - \$59,506(\$26.49-\$31.79 per hour) per annum plus an excellent benefit package

This is a full time seasonal position (construction season, approx. May to Sept) based on 40 hours per week. (8.0-hour workday 8:00 a.m. to 12:00 p.m. & 1:00 to 5:00 p.m.)

Closing Date: May 20, 2015 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261, ext. 256
Fax: (867)966-3800
Email: hrd@vgfn.net

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