

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title:	Maintenance Foreman
Department:	Capital and Housing
Supervisor:	Manager, Capital and Housing
Date:	March 2017
Status:	Regular, Full-time
Classification:	Level 7

Job Summary:

Reporting to the Manager, Capital and Housing, the Maintenance Foreman will oversee all housing maintenance programs. The Foreman will ensure that all operations are conducted in a respectful and responsible manner, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures. The incumbent is responsible for the management of maintenance of all FNNND residential housing units in order to ensure that units are maintained in a safe and reasonable manner.

Main Duties:

1. Manage maintenance and repairs to residential housing units:
 - Conduct inspections for needed services and repairs;
 - Coordinate emergency and regular repairs and coordinate repairs to residential buildings;
 - Maintain fire protection systems and equipment within units;
 - Coordinate maintenance and repairs to structural, mechanical and electrical systems;
 - Coordinate maintenance and repairs of boilers, heating and ventilation systems, pumps, weather stripping;
 - Coordinate maintenance and repairs of building interiors and exteriors; and
 - Coordinate maintenance and repairs of finishing, ceilings, flooring and roofing.

2. Supervise maintenance staff in order to ensure a positive and healthy work environment:
 - Evaluate, train and develop staff;
 - Provide leadership, guidance and counseling to staff;
 - Promote staff morale and workplace safety;
 - Assign tasks and ensure schedules are maintained;
 - Adjust tasks to meet staff capabilities;
 - Provide opportunities for training;
 - Ensure work place safety is practiced;
 - Supervise staff and delegate responsibilities; and
 - Take corrective action when required.

3. Assist in developing and maintaining the general administration of the maintenance program:

- Assist with the development and preparation of Maintenance and Improvement Plans;
- Establish preventative maintenance schedules;
- Prepare plans for short term projects;
- Manage applicable projects and contracts;
- Keep a daily log;
- Track data using a computerized maintenance management system, when applicable;
- Prepare activity reports and work order reports;
- Provide ordering and purchase of supplies and equipment as approved;
- Maintain inventory of maintenance tools, equipment/ parts, and supplies; and
- Provide reports for Manager, Capital and Housing upon request.

4. Perform other related duties as required.

Impact/ Accountability:

The major responsibility of this position is the safety of the occupants of the residential housing units, and secondly the unit itself. Ensuring that all supervised staff are conducting themselves, in the work environment, safely and work performed is to standard.

Decision Making:

The incumbent is responsible to his/ her supervisor in the Capital and Housing department. Independent judgement is at an intermediate level and must be used at the time of executing multiple duties. Interacting with other departments to complete requested tasks, as well as scheduling personnel, equipment, and other resources.

Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply
NND Citizens	Create awareness of Maintenance Program, information, initiatives, enforce rules and regulations.
Chief and Council	May be asked to exchange information on maintenance and repairs.
Executive Director	May be asked to exchange information.
Manager, Capital and Housing	To receive direction, guidance from and report to.
Staff	Will delegate duties, monitor tasks, performance and support.
Federal, YG, First Nation Gov't, Private	May be asked to exchange information

Business Sector and Industry	on housing regulations, policies, procedures and ordering/ purchasing supplies with external vendors.
------------------------------	---

Positions to Supervise:

- Maintenance Worker(s); and
- Summer Students/ Casual Workers as required.

Working Conditions:

There are a number of initiatives within the department that the incumbent must be able to handle a number of tasks/ projects at the same time with effective time management, as well as, the ability to lead in an orderly, courteous, diplomatic and tactful manner. Being able to identify and prioritize work orders, identify required resources and equipment needed to result in successful outcome.

Specific working conditions may include: working indoors, but may on occasion work outdoors repairing foundations and exteriors; working in hazardous situations or with hazardous equipment; subject to working with contaminants often such as oils, solvents, and paints. May be exposed to very hot or cold temperatures. May enter cramped work places that require getting into awkward positions. May be in locations high places such as roofs or on ladders and work in conditions of bright or inadequate lighting.

Qualifications:

1) Education & Experience:

- Grade 12 or equivalent and/ or Carpentry Journeyman Certification;
- 3-5 years' experience working in carpentry trade with management/ supervisory skills;
- COR (Certificate of Recognition) Program Certification/ Occupational Health and Safety Training and/ or willing to obtain;
- Knowledge of the FNNND history, culture, demographics, goals and aspirations; and
- Experience working in a First Nation environment/ community.

2) Knowledge and Skills:

- Excellent oral and written skills;
- Excellent time management and organizational skills;
- Ability to act in a diplomatic and confidential manner;
- Property management, including maintenance management;
- An understanding of relevant legislation, policies and procedures;
- An understanding of the First Nation culture and political environment; and
- And understanding of the roles and responsibilities of FNNND Council.

3) Interpersonal Skills:

- Ability to demonstrate conflict resolution skills and assist in crisis situations in a calm manner;
- Ability to work as a team member;
- Must be able to be flexible with changing circumstances; and
- Ability to take initiative, work independently and meet critical deadlines.

Office Equipment Skills:

- Computer skills (i.e. Microsoft Office – Excel, Word, Outlook, PowerPoint)
- Phone, fax, copier, scanner, projector

Conditions of Employment:

- Valid Class 5 Yukon Driver's License and Abstract
- Security Clearance

Position Approval:

We approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

Frank Vullings
Manager, Capital and Housing

Date

Ronalda Moses
Manager, Human Resources

Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Applicant

Date