



**Klahoose**  
First Nation

Occupying traditional territories that span from Cortes Island to Toba Inlet, the Klahoose Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately eighty-five full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred plus members reside in off reserve coastal communities in the lower mainland, and Washington State.

### **Why you'll love working for Klahoose First Nation:**

- Full-Time, Monday-Thursday (32 hours a week);
- Competitive compensation, commensurate with experience;
- Two (2) weeks' vacation, and Klahoose First nation administration office is closed for a two-week period during the December holiday season;
- Medical and Dental benefits
- Friendly and collaborative work environment

**We are currently seeking a full-time Housing Maintenance Associate responsible for providing as-needed general maintenance and repairs for all Band Owned Housing.**

Under the supervision of the Housing Manager, the duties and responsibilities of the Housing Associate include, but are not limited to, the following:

#### **Maintenance and Repairs**

- Daily maintenance and repair duties as requested and approved by the Housing Manager.
- Assist with maintenance and repairs relating to all Band Owned Homes, as requested.

#### **Administration**

- Follow standard operating procedures, required communications, and daily reporting methods/logs for all work requested by the Housing Manager.

#### **Equipment/Tools**

- Ensure all equipment, tools and inventory are accounted for on regular basis, and maintenance work is done as required
- Completing all logs required of equipment, and tools as applicable, prior to each use.
- If requested, assist in the management of inventory of all tools, equipment, by direction of the Housing Manager.

#### **Emergency Management**

- If requested, take an active part in the Emergency Planning Committee, including all meetings, training, callouts, etc.



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**The successful candidate will possess the following qualifications:**

**Education and Work Experience:**

- Post-secondary education or formal training in carpentry, basic plumbing and/or housing maintenance and repairs preferred.
- Experience in small housing repairs will be considered.
- Valid BC Class 5 Drivers License
- Able to obtain a satisfactory Criminal Records check.

**Knowledge, Skills and Abilities:**

- Extensive experience working with small hand tools and power saws.
- Experience with basic carpentry and plumbing repairs.
- Participate in all training offered.
- Ability to multi-task, determine priorities, and have a high level of organizational skills.
- Effectively prioritize workload and meet deadlines.
- Ability to see potential risks and determine scope of action required.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Foresight when it comes to determining what future jobs will be required.
- Must possess a professional attitude.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.

The position offers a competitive employment package and compensation commensurate with experience in a friendly and collaborative work environment. Preferential hiring will be given to First Nations candidates, followed by Indigenous individuals, followed by experience working with First Nations, cultural understanding is imperative.

Kindly forward your resume and with cover letter via email to [JasperBroer@Klahoose.org](mailto:JasperBroer@Klahoose.org)

Klahoose First Nation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.klahoosefirstnation.org/>