

XAXLI'P
JOB DESCRIPTION



GENERAL INFORMATION			
Title:	Public Works Assistant	Department:	Public Works
Reports to:	Public Works Manager	Classification:	1.0 FTE
Wage:	\$20-\$24 per hour based on qualifications and experience		

Xaxli'p is committed to creating a safe, healthy, and empowering environment for our community members. We strive to provide meaningful programs and activities that encourage personal growth, resilience, and connection to our cultural values and traditions.

POSITION SUMMARY & PURPOSE

The Public Works Assistant provides support and assistance to other Public Works staff to ensure the maintenance services and repairs of the physical infrastructure and other assets, and equipment are carried out in a timely manner, according to Public Works and Xaxli'p Policy and Procedures. Specifically, the Public Works Assistant will carry out maintenance and repairs of Xaxli'p community buildings, grounds, equipment, machinery, roads, vehicles, septic systems, and water systems.

RESPONSIBILITIES

- Assists in the inspection of Xaxli'p office buildings/facilities, property and equipment, to ensure their safe and efficient operation.
- Performs the maintenance and minor repairs on all Xaxli'p buildings
- Performs minor repairs of the community's water system.
- Assists in taking water samples from the community
- Performs minor repairs and maintenance of Xaxli'p owned machinery, vehicles, and equipment.
- Assists in maintaining and recording inventories of repair and maintenance supplies, tools, equipment, machinery and vehicles.
- Maintains all outside grounds (cutting grass, removal of weeds, and garbage).
- Assists in maintaining records of all maintenance and repair of administration and community buildings, equipment, machinery, vehicles, and property.
- Assists in the labeling, inventory, storage, and removal of chemicals, waste materials, and other products of an environmental and safety concern.
- Operates Xaxli'p owned equipment, vehicles and machinery.
- Responds to emergencies within administration and community buildings.
- Assists in snow removal near buildings and roads
- Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Public Works Manager.

QUALIFICATIONS

Education, Training and Experience

- Grade 12 Diploma
- Valid Class 5 BC Driver's License

- Certifications in Small Water Systems or Small Wastewater Systems an asset
- Proficiency in Microsoft Office, Outlook, Word, Excel
- First Aid, WHIMS, and other certifications an asset

Knowledge, Skills and Abilities

- Ability to complete duties in a safe manner, following established Occupational Health & Safety Guidelines
- Mechanically inclined
- Knowledge of equipment operations
- Demonstrated interpersonal skills that promote mutually beneficial and respectful professional relationships.
- Effective communication skills with individuals at all levels of the organization
- Able to work efficiently as a part of a team as well as independently
- Able to work well under pressure and meet set deadlines
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- Attention to detail in all areas of work

WORKING CONDITIONS

The job duties and responsibilities of this position vary in complexity and often require interpretation. The busy work schedules associated with Xaxli'p require this position to be flexible in terms of daily work hours, with tasks often being of an urgent or time-sensitive nature. The scope of work is diverse, and mental stress may be a factor when dealing with operational or community related concerns.

This position description outlines the key responsibilities for the role and is not meant to be exhaustive. The activities, responsibilities and obligations of this position may be modified from time to time, through discussion between the Manager and/or Administrator and the incumbent, to effectively meet the requirements of Xaxli'p.

Please submit your resume and a cover letter outlining your qualifications to:

Email: admin@xaxlip.ca or **Mail** to Xaxli'p, PO Box 1330, Lillooet, BC, V0K 1V0

Xaxli'p is committed to equity and encourages applications from all qualified individuals, including Indigenous candidates. Preference given to Xaxli'p Members (Must have the required qualifications, as defined, for the position)