

Leq'a: mel First Nation
Job Description

Leq'a:mel Trailer Park and Capital Asset Maintenance Worker:

Reports To: Housing Officer and Trailer Park Manager

The Maintenance worker is responsible for providing general maintenance service for Capital Asset and Infrastructure of Leq'a:mel and Infrastructure in the Trailer Park areas:

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|------------------------|---------------------------------|
| 1. Community Buildings | 5. Drainage |
| 2. Water systems | 6. Sanitation Systems (garbage) |
| 3. Sewer Systems | 7. Utilities |
| 4. Roads | |

1. Community Buildings:

- Administration buildings, shed, pump houses, etc.
- Heating systems (furnace, furnace area, ducts etc.)
- Ventilation system (air conditioner)

Duties:

- Water and sewer line inspection and preventive maintenance
- Routine structural inspections (monthly)
- Snow and ice removal from the front of buildings

2. Water Systems: community and housing

- | | |
|--------------|--------------------|
| - Waterlines | - water pump |
| - Well | - electrical panel |
| - Reservoir | - fire hydrants |

Duties:

- Routine weekly inspections and reports turned in to the Housing Officer/Trailer Park Manager
- Preventative maintenance
- Keep maintenance log books up to date
- Keep pump house swept, tidy and maintain exterior

3. Sewer Systems:

- Septic tanks
- Drain fields
- Lines
- Distribution box

Duties:

- Map location of all septic tanks, connections and lines

- During annual high water season do a visual inspection of the septic fields for any problems
- Septic tank backup or line clog procedure:
 - 1) Do a site visit and assess the problem
 - 2) Report to the Housing Officer
 - 3) Call in McRae's
 - 4) Prep the site (dig out the tank cover)
 - 5) Submit a completion report to the Housing Officer and Trailer Park Manager

4. Roads:

- All public access paved or gravel roads within Leq'a:mel
- Community facilities driveways and parking lots

Duties:

- Sweep paved roads weekly
- Snow and ice removal
- Graveling and grading as necessary
- Keep curbs in repair
- Patching asphalt as necessary
- Keep road areas clear of any debris

5. Drainage:

- Grates, catch basins and drain pipes

Duties:

- Clear all obstructions in order to function properly

6. Sanitation Systems: (garbage removal)

- Presently Salish Disposal empties the bins every Wednesday
- In the future there will be a Leq'a:mel operated system

Duties:

- Keep garbage bins and mail box areas clear of debris, daily.
- Annual spring clean up

7. Utilities:

- Hydro poles
- Electrical lines
- Telephone lines
- Natural gas lines (future)
- Cable vision lines

Duties:

- Inspect and report any damage or emergencies

8. Leq'a:mel Machinery, Equipment, Vehicles and Tools:

Duties:

- Damage or Loss - report immediately
- Do a quarterly inventory and ensure Leq'a:mel items are marked
- Ensure maintenance supplies are on hand
- Conduct a routine inspection and do the preventative maintenance
- Keep all in good operating condition (ensure they are ready for seasonal use). Inform if replacements are needed.
- Ensure proper storage and security at all times
- New employees must have an orientation on equipment and machinery.

9. Leq'a:mel Park Areas, Playgrounds, Office Areas and Cemetery and Elder's yards (if requested)

- Grass cutting and clearing
- Weed eating brush
- Keeping playground equipment in good repair and maintained
- Keeping area free of debris
- Keep parks and playgrounds level

10. Other Duties: Deroche Community Hall

- Set up tables and chairs prior to meetings. Return later or the next day to take down tables and chairs and put into storage.
- Deliver recording and sound equipment to the Hall prior to the meeting, upon request.
- Fill the large coffee pot with water.

11. W.C.B. and Liability Responsibilities:

Comply with all standard regulations for safety gear, equipment, and work sites, ect.

12. Maintain professional growth; upgrade skills and knowledge relevant to the position by approval or request of the Band Manager.

13. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.

14. Conduct all other relevant duties as requested by the Band Manager or Council.

Employee

Date