

Leq'á:mel First Nation
Job Description

Social Housing Maintenance Worker:

Reports To: The Housing Officer

The Maintenance Worker is responsible for providing the general maintenance and repairs of the Social Housing Units.

Duties:

1. Adjusting of door jams. Replacing of weather stripping as needed.
2. Tightening of or refastening the handrails.
3. Replacing taps, if unrepairable.
4. Replacing broken light switches and outlets if needed.
5. Checking humidity regulators.
6. Setting up the annual furnace servicing.
7. Arranging servicing of the propane stoves, as needed.
8. Repair lino tears, rips and caulking doorway areas.
9. Replacing carpet edge strips when needed.
10. Check smoke alarms annually and replace if not working. Arrange fire extinguisher servicing.
11. Watch for and repair any plumbing leaks under the sinks.
12. Watch for improper storage of dangerous goods.
13. Watch for any water leaks or damage. (Especially mould)
14. Repair or arrange for the repair of missing roofing tiles.
15. Repair gutters if needed. Repair down pipes if needed.
16. Repair siding. Clean siding.
17. Repair outside taps and leaks, in needed.

18. Repair or replace exterior electrical outlets.
19. Repair patio covering tears.
20. Repair exterior stairways. Tighten or replace railings.
21. Keep roof air vents in repair.
22. Ensure carport support beams are in repair.
23. Broken windows. (Looked at in a case-by-case basis.)
24. Chimney cleaning.
25. Monitor the cleanliness, tidiness and safety of the yards.
26. Be aware of pest problems.
27. Be aware of the care of animals.
28. Watch for water pooling in the yards.
29. Be available for any calls related to the above items. Report to the Housing Officer. Request work orders and purchase orders as necessary.
30. Be available for tenants that need assistance or need a demonstration of how to complete their repair and maintenance responsibilities. (A list will be distributed to the tenant.
31. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Band Manager.
32. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.
33. Conduct all other relevant duties as requested by the Chief, Council or Band Manager.

Employee

Date