



Job Posting

Position: Building Maintenance Worker

Department: Community Services

Department Term: Full Time - 40 hrs per week (non -union) some evenings, weekends or on-call may be required.

Reports to: Director of Community Services

Role: Work alongside the UNB Community Services department to provide maintenance and ensure repairs are completed related to the n̓q̓it̓em̓lx̓ Quilchena Community Centre, and other buildings, grounds.

Key Responsibilities:

- Monitors, and conducts maintenance procedures as per Operation and Maintenance Manuals, and schedules for buildings, equipment, and grounds.
- Contacts contractors for repair, when required.
- Provides clear verbal and written updates on maintenance issues and repairs.
- Ensures building and equipment meet all safety, security, and fire regulations and policies.
- Complete and maintain maintenance logs and work orders daily.
- Perform gardening and lawn maintenance tasks such as mowing, weeding, pruning, and watering.
- Operate a motor vehicle to pick up and move goods and supplies.
- Operate equipment on site, including Skid Steer, Telehandler, and scissor lift.
- Transport equipment, furniture, and supplies manually and/or using aids such as dollies and carts.
- Collect and remove garbage and recyclable materials and ensure the safe disposal of hazardous waste.
- Clean external areas such as sidewalks and parking lots using manual and power brooms, rakes, shovels, and other equipment to remove dirt, leaves, snow, and other refuse.
- Communicates effectively with supervisors, contractors, and team members.
- Other duties within the scope of the position as assigned by the Director of Community Services.
- Responsible for the safe operation, care, and basic maintenance of tools and equipment.

Qualifications/Experience:

- A trade certificate is preferred (or equivalent experience).
- High School Diploma or acceptable combination of education, experience, and formal training.
- Valid Canadian unrestricted Driver's License.
- Valid Occupational First Aid Level 1 required.
- Criminal Record Check – must have a clean record.

Required Knowledge, Skills, and Abilities:

1. A working knowledge of current mechanical, heating, cooling, plumbing, irrigation, and electrical systems is essential. Willingness to receive training on specialized equipment or systems.
2. Ability to read and understand technical manuals and drawings.
3. Physical strength and agility sufficient for performing the duties of the job: ability to manually lift objects weighing up to 50 pounds.
4. Ability to work flexible hours.
5. Ability to work well independently and as part of a team.
6. Ability to prioritize tasks and manage competing maintenance requests.
7. Ability to be aware of safety hazards and how to minimize risks in the workplace.

8. Ability to operate maintenance equipment.
9. Knowledge of syilx history and culture is an asset.
10. Ability to work outdoors in all weather conditions, including heat, rain, snow, and cold.
11. Ability to stand, walk, bend, kneel, climb ladders, and perform repetitive tasks for extended periods.
12. Required use of personal protective equipment (PPE) as per safety policies.

Send cover letter and resume via hand delivery, mail, or e-mail, on or before April 24, 2026 to:

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted.