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[www.saikuz.com](http://www.saikuz.com)

**Position:** Operations & Management Assistant

## POSITION SUMMARY:

We are currently searching for a qualified and reliable O&M Assistant for our maintenance department. As the O&M Assistant, you will be responsible for assisting the O&M Supervisor as needed for installations, repairs, and upkeep operations of the Saik'uz Administration's facilities.

## RESPONSIBILITIES (INCLUDED BUT NOT LIMITED TO):

- Assist with and learn to perform preventative maintenance for building systems and mechanical systems including controls, pumps, and motors.
- Assist with and learn to repair facility structures, systems and components, including performing minor repairs to building plumbing, door hardware, fire and life safety protection and equipment systems, sprinkler systems, and assisting in structural and roof inspections.
- Assist with and learn to identify repair and maintenance projects.
- Maintain a working knowledge of materials, systems, and code requirements related to maintenance of Administration facilities.
- Respond to facility emergencies and closures, including adverse weather, to be certain that all facilities are protected and remain operational. Assist with tasks required in preparing to open facilities after a closure, including snow and ice removal, systems and equipment checks, and start-up operations as assigned.
- Know and understand all safety procedures of the Saik'uz Administration.
- Operate an Administration vehicle with responsibility for its safe operation and reporting any observed maintenance needs.
- Maintain appropriate records and reports.

The successful applicant must have a valid driver's license and will be a reliable, hard-working individual.

Please apply with a resume in-person or via e-mail to Tracy Appel, General Manager, at [general.manager@saikuz.com](mailto:general.manager@saikuz.com) by January 24<sup>th</sup>, 2020. Preference will be given to a qualified member of Saik'uz First Nation.

**We thank you for your application!**