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

## Position Information

Position: Operations & Maintenance Assistant  
Supervisor: Operations & Maintenance Manager  
Hours: Full-time, Permanent  
Wage Range: \$18.00 - \$20.00, experience dependent  
Start Date: September 1, 2021 (or as soon as possible thereafter)

## Job Summary

Saik'uz First Nation seeks a hardworking Operations & Maintenance (O&M) Assistant to perform general maintenance duties throughout the community. As the O&M Assistant, you will be responsible for road maintenance (such as snow removal or ditch clearing), repairing maintenance tools, performing basic landscaping duties, inspecting utility projects (water, gas, and sewer), garbage pick up and removal, and providing support to the O&M Manager as needed. All activities must comply with provincial health and safety regulations.

To ensure success as the O&M Assistant, you should have manual dexterity, good physical strength, and be able to read blueprints and repair manuals. A top-class O&M Assistant is a jack-of-all-trades who can clean and landscape, repair equipment, and maintain a safe working area with a professional and helpful attitude.

## Requirements:

- High school diploma or equivalent
- Valid driver's license
- Ability to read and interpret written work orders; to stand, crouch, and kneel for extended periods; to lift and manipulate heavy equipment; and to use common tools such as hammers, hoists, saws, drills, and wrenches.

## Qualifications & Skills:

- Skilled in the use of hand and power tools.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts and to maintain focus while working individually.
- Experience with precision measuring instruments or electronic testing devices and with performing routine maintenance.
- Strong organizational and follow up skills.
- Knowledge of the Saik'uz First Nation community and values.
- Proven maintenance experience an asset.

Please submit your resume via e-mail to [resume@saikuz.com](mailto:resume@saikuz.com), with the Position ID in the subject line, by August 30, 2021.

We thank everyone for their interest; however, only those selected for an interview will be contacted.