



## **EMPLOYMENT OPPORTUNITY**

### **Team Lead, Planning and Maintenance**

**Job Classification:** Team Lead, Planning and Maintenance – Full-Time  
**Competition #:** 2023-18

#### **About the Role**

Reporting to the Manager, Property, this position leads the maintenance team in planning and performing preventative and on-demand maintenance, minor repairs, and upgrades on existing Vuntut Gwitchin Government (VGG) building structures, housing, and components.

#### **What you bring**

- Completion of a housing maintainer program or trades certification (journey person ticket) is an asset;
- Five (5) years of supervisory experience in a construction and/or infrastructure maintenance and repair environment;
- Two (2) years of planning/scheduling experience;
- Experience in plumbing, carpentry, HVAC, electrical and/or mechanical systems;
- Experience operating hand and power tools;
- Experience working with national, territorial, and local building codes and regulations; and
- Knowledge of workplace safety and safe lifting and handling procedures;
- Experience working in a northern indigenous community is an asset;
- Class 5 Driver's License with clean driver's abstract; and
- Current Criminal Records Check.

#### **Working Conditions**

- Adaptable to changing work assignments; and
- Location is Old Crow, YT.

#### **What we offer**

- A supportive and safe work environment;
- Competitive compensation will be commensurate with qualifications, up to \$56.21/hr;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

#### **Working with Vuntut Gwitchin First Nation**

*Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.*

**The competition will remain open until filled.**

Please forward your resume to:

Human Resources Department  
Vuntut Gwitchin First Nation  
P.O. Box 94  
Old Crow, YT Y0B 1N0  
Email: [employment@vgfn.net](mailto:employment@vgfn.net)

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

*While we appreciate all applications, only those selected for further consideration will be contacted.*



Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

## POSITION PROFILE

INTRODUCTION	
Position Title: Team Lead, Planning and Maintenance	Reports To: Manager, Property
Dept: Government Services	Location: Old Crow, YT
Staff: 3-4	Revision Date: April 2023
PURPOSE	
<p>Reporting to the Manager, Property, this position leads the maintenance team in planning and performing preventative and on-demand maintenance, minor repairs, and upgrades on existing Vuntut Gwitchin Government (VGG) building structures, housing, and components.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> <li>• Supervises the activities of the maintenance team to build, maintain, and repair building infrastructure, including other elements such as decks, stairs, walls, floors, doors, windows and cabinets;</li> <li>• Plans, schedules and delegates work assignments;</li> <li>• Create preventative, predictive and reliability maintenance programs;</li> <li>• Responsible for materials and equipment inventory and restocking;</li> <li>• Maintains and repairs plumbing systems including piping, fittings, valves, vents and fixtures for the supply and disposal of water;</li> <li>• Maintains and repairs heating and electrical systems including appliances, outlets, and fixtures;</li> <li>• Maintains components of buildings including chimneys, tanks, gutters, downspouts, flashings, roofing systems, wall coverings and paint;</li> <li>• Maintains and repairs tiles, rolled flooring goods, carpet, and underlay;</li> <li>• Maintains and services power tools and equipment for building maintenance;</li> <li>• Regular communication and planning with Manager to anticipate the need for building materials and plans accordingly to ensure inventory is available for scheduled projects;</li> <li>• Follows standard operating procedures and safety processes relevant to the assignment and completes workplace incident reports immediately if an accident occurs. Communicates any safety concerns to the Manager;</li> <li>• Provides on-the-job mentorship and direction to develop the maintenance skills of helpers and casuals; and</li> <li>• All other duties as assigned.</li> </ul>	

## ACCOUNTABILITY & IMPACT

- Adherence to building code requirements, safe work practices and safety legislation;
- Effective and safe use of hand and power tools;
- Completes assigned tasks effectively and on schedule;
- Interactions with colleagues and the public are positive, helpful, and professional; and
- The VGG Standards of Conduct are modelled and promoted.

## FINANCIAL CONTROL

Annual budget under direct control of this position:	None
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Other responsibilities & influences:	None
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## WORKING CONDITIONS

Environment:	Work takes place indoors, at community site locations and client houses. It can be exposed to cold weather.
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Physical:	This position requires the incumbent to be physically fit. Moderate and frequent activity including lifting, walking, standing, bending, and climbing ladders.
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Hazards/equipment:	Exposure to power tools and building/mechanical equipment, dust, odours, oil, fumes, noise which can cause injury, illness, or irritation to the senses. Personal protective equipment is required.
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Travel:	None
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*This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.*

## POSITION COMPETENCY PROFILE

<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Completion of a housing maintainer program or trades certification (journey person ticket) is an asset;</li><li>• Five (5) years of supervisory experience in construction and/or infrastructure maintenance and repair;</li><li>• Two (2) years of planning/scheduling experience;</li><li>• Experience in plumbing, carpentry, HVAC, electrical and/or mechanical systems;</li><li>• Experience operating hand and power tools;</li><li>• Experience working with national, territorial, and local building codes and regulations; and</li><li>• Knowledge of workplace safety and safe lifting and handling procedures.</li></ul>
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"><li>• Client service</li><li>• Respect</li><li>• Communication</li><li>• Self-awareness</li><li>• Time management</li><li>• Teamwork</li><li>• Adaptability</li><li>• Initiative</li></ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"><li>• Criminal Record Check;</li><li>• Copy of trade certificate (if applicable);</li><li>• Supervisor Certification; and</li><li>• Class 5 Driver's License with clean driver's abstract.</li></ul>