

## CHAMPAGNE AND AISHIHIK FIRST NATIONS

<b><u>Identification:</u></b>	<b>Renovations Worker</b>
<b><u>Department:</u></b>	Property Services
<b><u>Supervisor:</u></b>	Field Project Manager
<b><u>Date:</u></b>	January 2020
<b><u>Wage Level:</u></b>	5
<b><u>Status:</u></b>	Regular Full-Time

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### A. **Job Summary:**

Reporting to the Field Project Manager and working in cooperation with other workers, this position performs renovations on CAFN houses, buildings and properties to ensure that all properties are up to code and buildings are in good repair.

### B. **Main Duties:**

1. Conducts renovations on CAFN houses, buildings and properties by;
  - providing systematic long term maintenance of CAFN housing and properties
  - ensuring work order requests for equipment in homes such as furnaces, plumbing, electrical, minor carpentry and specific requests are responded to in a timely manner
  - fully utilizing rental equipment such as: scissor lifts, generators and dehumidifiers
  - be in compliance that construction sites meet safety regulations and promote a safe work site
  - reporting to immediate supervisor any forecasting of short term plans, and priorities of equipment and/or material requirements
  - recommending purchases required for the budgeted expenditures of repairs
  - assisting with the maintenance of records and files and the compiling of technical data when requested
  - participate in daily tailgate meetings
2. Performs other duties, such as;
  - attending workshops and related training courses as directed
  - other general labour duties as required

### C. **Job Knowledge and Skills**

#### **Education and Experience:**

Grade 10 with completion of two years training in carpentry (an asset) or related field or an equivalent combination of training and work experience.

#### **Job Knowledge:**

- Knowledge of building construction standards and practices
- Knowledge of carpentry and willingness to learn plumbing, heating and electrical maintenance
- Knowledge of materials, methods, techniques, tools and equipment requirements for housing repair

work

- Knowledge of occupational hazards and safety precautions involved with maintenance and equipment operations
- Knowledge of Yukon Workers Health and Safety Regulations

**Management Skills:**

- Assist with the inventory monitoring and keeping stock for future needs as needed
- Reliable and hard working
- Able to work with minimal supervision
- Able to receive direction
- Wear appropriate personal protective gear

**Specific Skills:**

- Able to understand, follow and work from a wide variety of plans, maps, blueprints and other written material
- Able to handle basic hand tools and power tools
- WHMIS certification

**Interpersonal Skills:**

- Ability to foster trust and acceptance at the community level
- Ability to work fast and efficiently

**D. Decision Making:**

The Field Project Manager, with input from the incumbent, establishes work plans for the position. The incumbent makes recommendations to the Field Project Manager on renovations needed to CAFN houses and properties, based on inspections conducted and membership requests. Problems to be solved are of a re-occurring nature and there are general accepted procedures and practices established to resolve most problems.

**E. Impact/Accountability:**

This position is responsible for conducting renovations on CAFN housing and properties to ensure they are well maintained. Errors can cause discomfort and inconvenience to members and cause property damage. Serious errors when maintaining heating systems can cause health difficulties

**F. Positions Supervised:**

None

**G. Working Conditions:**

The incumbent must be able to lift heavy materials and is expected to work outside in all different weather conditions. This position requires extensive travel to various building locations, job sites and CAFN properties. There are occupational health and safety requirements when conducting renovations. On occasion overtime may be required to ensure deadlines are met. The incumbent occasionally deals with angry, upset individuals when renovations work is behind schedule for whatever reasons.

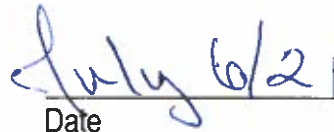
**H. Conditions of Employment**

- Able to travel frequently to communities and Whitehorse
- Valid Class 5 Yukon Drivers' License
- Standard First Aid Certificate
- Criminal Records Check
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.



Director of Human Resources



Date



Senior Director of Government Services



Date



Director of Property Services



Date

Employee

Date

