



EMPLOYMENT OPPORTUNITY

"OPEN TO THE PUBLIC"

TH Sites Maintenance Supervisor (Auxiliary On-Call)

Heritage & Human Resources, Education & Community Training

Posting Date: March 30, 2017

Salary: Level 5 Step 1 (\$ 55,908.82 annually and \$ 2150.34 biweekly)

Closing Date 4:00pm (PST): April 25, 2017

Reporting to the respective Sites Manager, this position performs maintenance and construction services while directly supervising and coordinating the activities of seasonal sites crews on a variety of TH properties. The incumbent will train workers in construction methods, operation of equipment safety procedures, and/or Tr'ondëk Hwëch'in Government policies. The incumbent maintains and reports to the site Manager on employee records, work reports on material, labour, and time costs for the various projects. The position will coordinate any transportation, equipment maintenance, material acquisition, and plans and budgets for construction projects in consultation with the Manager.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:

Essentials:

- Minimum of Grade 12 diploma from a recognized educational institution;
- Valid Journeyman Certificate in the carpentry trade;
- Minimum of three (3) years' experience in commercial or residential carpentry trade;
- Knowledge of basic hiking trail building techniques and construction of trail related structures;
- Knowledge of safety procedures for the installation, repair and maintenance of building systems;
- Knowledge of general construction equipment, small engine repair and maintenance;
- Knowledge of and ability to safely operate a variety of hand and power tools;
- Knowledge of hazards and safe work practices with respect to construction and general building maintenance;
- Experience in organizing and prioritizing tasks;
- Experience in staff supervision, with emphasize on supervising youth crews;
- Experience in dealing with the public in a service capacity;
- Knowledge of First Nations culture and traditions, preferably specific to the Tr'ondëk Hwëch'in;
- Knowledge of Tr'ondëk Hwëch'in traditional territory and heritage sites;
- Knowledge and experience in living in remote work sites and maintaining a safe and healthy camp;
- Willingness to take Supervisory Skills courses if required by Manager to enhance existing skills;
- Good organization and time management skills;
- Ability to supervise staff performance;
- Ability to plan, organize and carry out program activities;
- Ability to develop work plans and schedules;
- Experience with budgets and administrative paperwork;
- Ability to deal effectively and tactfully with members of the crew and the public;
- Ability to work as part of a team and independently in meeting work commitments;
- Ability to communicate effectively, both verbally and in writing;
- Ability to work effectively in a cross cultural environment.

Conditions of Employment:

- Mandatory confidentiality is a condition of employment for all Tr'ondëk Hwëch'in personnel. Failure to meet this requirement could result in dismissal.
- Valid Journeyman Certificate in the carpentry trade;
- Valid Class Five Driver's License;
- Valid First Aid Certification and willingness to take Advanced Wilderness First Aid;
- Completion of Chainsaw Safety course and Bear Aware;
- Willingness to take Boat Safety course;
- Willingness to work flexible schedule.

A detailed job description is available upon request.

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 112 or 126

Fax: (867) 993-6553

Email: hrjobs@trondek.ca

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

We thank all applicants, but only those selected for further consideration will be contacted.

"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."