



## EMPLOYMENT OPPORTUNITY

**"OPEN TO TR'ONDËK HWËCH'IN CITIZENS ONLY"**

### **Moosehide Caretaker & Boat Driver Trainee (Term Full Time June 7 to September 29, 2017)**

Housing & Infrastructure

Posting Date: May 10, 2017

Salary: 80% of Level 3 Step 1 (\$19.29/hr.)

**Closing Date 4:00pm (PST): June 1, 2017**

Reporting to the Housing & Infrastructure Property Assessment Officer, this position is training under the Moosehide Caretaker for carrying out various maintenance and repairs to TH community buildings and grounds keeping tasks at the Moosehide Village (MV). The incumbent will occasionally assist with various summer camps and special events. The Moosehide Caretaker/Boat Driver will arrange with the Asset Administrator for maintenance and emergency repairs of small engines and other small equipment used at MV. The incumbent will also be required to provide boat shuttle services as needed for TH work crews, citizens, guests, special projects or events and meetings that are scheduled to occur at MV. This position will also greet and show visitors around MV.

**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:**

- Completion of Grade 10 (or equivalency) supplemented with training or experience in general building trades;
- Experience in performing basic repairs, renovations and building maintenance tasks;
- Advanced knowledge of and ability to safely operate a variety of hand and power tools;
- Advanced knowledge of hazards and safe work practices with respect to general building maintenance;
- Experience in dealing with the public in a host capacity;
- Basic knowledge of Canadian and Yukon Building Codes or a willingness to learn;
- Experience with driving a boat and ATV's;
- Good organizational and time management skills;
- Ability to assess projects for material needed to coordinate small equipment repairs and maintenance;
- Ability to receive and follow verbal direction and instruction;
- Ability to verbally communicate effectively;
- Ability to seek direction and clarification when needed;
- Ability to work independently with minimal supervision and as part of the Maintenance team to meet work commitments;
- Demonstrate good work ethics, be reliable and self-motivated;
- Ability to be flexible;
- Ability to work effectively in a cross cultural environment and be sensitive and understanding of First Nation Culture and Traditions;
- Ability to deal with people with tact and diplomacy;
- Willingness to continue learning through personal and professional development opportunities that will benefit TH and improve service delivery.

#### **Assets:**

- Proficient knowledge of TH culture and traditions;
- Internet;
- Finance/budgeting;
- ATV safety.

#### **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.
- Criminal Records Check is mandatory;
- Certification in safety courses for boat driving and ATV operation or willingness to obtain asap;
- Willingness to take training and keep current in building maintenance and safety practices and safe operation of power tools and equipment;
- Valid Class 5 Driver's License and clear driver's abstract;
- Wilderness First Aid or willingness to obtain within 3 months of hire;
- Willingness to work modified hours in each day and be on-call for weekend or evening work if required.

**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](mailto: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."*