



# Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

P: 250.725.3350

F:250.725.3352

## Solid Waste Champion

Job Title:	Solid Waste Champion	Job Category:	Full time
Department/Group:	Public Works	Department #:	410
Location:	Tofino. BC	Rate of pay:	\$56,550 - \$68,250 annually
Reports To:	Public Works Manager	Position Type:	Salary

The Groundskeeper/Recycling/Solid Waste Champion is responsible for performing recycling and solid waste duties, snow removal and yard upkeep.

### Duties and Responsibilities:

- Performs all duties and responsibilities by the Tla-o-qui-aht First Nation policies, standards and procedures and as directed by the Public Work Manager or his elected alternative.
- Maintains confidentiality on all matters relating to the affairs of the Tla-o-qui-aht First Nation.

### Grounds Keeper Program:

- Assists Public Works Manager with the organizing, scheduling, and day-to-day maintenance duties for all assigned buildings, developing an organized approach to repair and scheduling preventative maintenance.
- Recycling and solid waste collection will be required as it necessitates. Training will be provided.
- Summer daily needs will consist of lawn mowing/weed whacking, landscaping, painting and minor repairs to the buildings, sweep sidewalks and stairs (keep free of debris at all times), keep grounds free of garbage, keep signage in good condition, replace building envelope on Infrastructure Building, add water to all building drains once a month or as needed, lending a hand to other departments when requested for menial tasks, pick parts up in town for department managers, ensure the outside manhole drains are functional and any other jobs your supervisors deem fitting. Some of these tasks will carry through the entire year.
- Tla-o-qui-aht Cemetery will require maintenance through out the year.
- Winter daily needs will consist of snow removal from all roads, sidewalks and stairs and/or sanding and salting of these areas (worker will be expected to come in one hour early to tend to the snow removal), snow removal and sanding will also include walkways to and from buildings and near gates, ensure that sand and salt is available at all entrances, stairs and gates, ensure all water and garden hoses are drained, coiled up and hung for winter, ensure sandbags are full and there is an adequate supply at compound for distribution, address any icy condition ASAP, regular garbage/recycling duties.
  - Snow Plow Removal (if applicable) – all snow in and around the band buildings and community housing at Tla-o-qui-aht First Nation Reserves will be removed and sanded with a snow plow truck; the days and times needed for this will fluctuate based on snowfall, however, this snow removal will be expected to be removed before the start of the business day.



## Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0  
P: 250.725.3350 F:250.725.3352

- Maintains all playgrounds.
- Check windows and doors of all assigned buildings to ensure they are secured properly with locks as required and are in good condition.
- Change any broken or worn fixtures, including light bulbs.
- Maintains fences.
- Assists with the inspection maintenance of fire protection equipment.
- Obtains supplies for maintenance as required.
- The Solid Waste Champions' tasks will also include any other jobs deemed fitting by their immediate supervisors as they become available.

### **Administration:**

- Assists in the development of the Tla-o-qui-aht First Nation Occupational Health and Safety Program.
- Assists with the labelling, inventory, storage and removal of chemicals, waste materials, and other products of an environmental and safety concern.
- Assists with community functions, events and meetings when requested.
- Inventories all equipment and supplies in the maintenance yard or solid waste collection sites and ensures the yard is clean, tidy, and free of debris.
  - \*\* The groundskeeper's tools and equipment will always be used safely and reasonably. These tools and equipment must be signed out before use, and broken tools/equipment must be reported to the supervisor. The supervisor will inspect and ensure the tools and equipment are in proper running condition before the release of tools and inspect tools/equipment. The tools and equipment are returned, noting any new damage and reporting it to your supervisor. \*\*
- Creates a safe and healthy environment with well-maintained facilities.
- Participates in various community, council, and committee meetings.
- Other duties as assigned or required.

*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.*

### **Qualifications**

#### Education and Experience:

- Grade 10 or higher or GED equivalent
- Prefer apprentice training in one of the following: carpentry, electrical, plumbing, heating/ventilation/

#### **Skills and Abilities:**

- Proficiency with the use of tools and carpentry equipment
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, pay attention to detail, and respect confidentiality
- Knowledge of maintenance processes and best practices
- Strong organizational and time management skills
- Ability to work with the public in a courteous and tactful way
- Ability to learn computer programs for word processing, databases, spreadsheets, email and the



## Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0  
P: 250.725.3350 F:250.725.3352

internet to the basic level (capable of using large number of functions and feel confident using the program)

- Ability to organize, prioritize, and manage workload
- Strong oral and written communication skills
- Ability to work cooperatively with other departments
- Lifestyle consistent with the importance and responsibility of the position

### **Experience:**

- Minimum Two to Three (2-3) years related experience but will also provide training

### **Working Conditions:**

- Ability to perform the physical requirements of the job, which includes carrying, lifting, bending, climbing, standing and walking and working in all weather conditions
- Work will happen outside in all weather conditions
- Non-standard hours of work
- Receives minimal supervision with occasional direction and very few checks of the work performed
- Travel may be required

### **Conditions of Employment:**

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's License
- Must be able to obtain and maintain WHMIS certification

\*\* Directly Supervises: Solid waste Technician

### **General Category:**

- Operates as part of a team and is flexible about the boundaries and functions of the job.
- Maintains open and professional communications with co-workers, board members and all others who do business with the Band members.
- Ensures that all internal and external deadlines are met.
- Serves on committees as directed by the Public Works Manager.
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties.
- Successfully completes all training courses undertaken at the direction of the supervisor.
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture.

### **Applications will be accepted until July 22, 2024 @ 4:30pm**

Submit your resume and cover letter demonstrating how you meet these qualifications to:

**Lis Kingsley, Human Resources Manager**

Email: [jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org)

or drop at the office in a sealed envelope at #1119-A Pacific Rim Highway, Tofino, BC V0R 2Z0

A Criminal Record Check and 3 References are required.

*ONLY THE APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED*