

	JOB DESCRIPTION	Printed 02/21/24
	CAPE MUDGE RESORT LTD MAINTENANCE WORKER – RV PARK Reports to: Facilities Manager	Effective Date 13 Feb. 2024

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Position Overview

Reporting to the Facilities Manager, Maintenance Workers are responsible for the safe and efficient maintenance and upkeep of the facilities, infrastructure, and operating systems at the Tsakwa'luta RV Park. More specifically, this position is primarily responsible for these duties at the RV Park, however there may be times when all the maintaining is complete at the RV Park, therefore you will be helping with additional responsibilities as assigned.

This job description provides a general overview of the duties and responsibilities of the Maintenance Worker – RV Park. In addition to the job description, more detailed lists of job duties and responsibilities may be available. The policies and procedures of the RV Park and the Nation further describe the performance and behavioural expectations of all employees.

Responsibilities and Duties

Under the direction of the Head of Maintenance, the Maintenance Worker – RV Park has responsibility for the day-to-day operation and upkeep of the facility's infrastructure and grounds, including but not limited to:

- Maintaining, repairing, monitoring, documenting, and performing janitorial duties as assigned on all of the infrastructure, systems, appliances, and grounds
- Maintaining the grounds and cleaning washroom facilities at the RV Park
- Interacting with guests and visitors at the RV Park in support of the RV Park Host
- Ensuring safe and responsible use of the tools and equipment needed to perform work, ensuring the safety of themselves, co-workers, clients, and visitors
- Using best practice work procedures supported by appropriate documentation
- Maintaining compliance with health and safety regulations and related policies and procedures

All employees working for the We Wai Kai Nation and its enterprises are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

Confidentiality and Privacy

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In the course of working for the Nation or one of its enterprises, employees may become aware of confidential business and personal information, including information about other employees, clients, and community members. This information may not be disclosed without prior written permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the enterprise and the Nation.

Key Contacts

- Internal and external maintenance, contractors, and other service providers
- Suppliers


Preferred and Required Qualifications & Experience

[Some required qualifications may be achieved on-the-job]

- Grade 12 graduation and related post-secondary training
- Previous successful experience in the maintenance of commercial infrastructure
- A high level of experience with a can-do mindset to identify and apply best practices repairs and maintenance in various trades and related skills
- Basic computer skills to maintain records and databases
- Organizational and time management skills with attention to details and accuracy
- Flexible work practices – to work independently and to cooperate as a team member, as required
- Ability and willingness to participate in a workplace culture valuing the health and safety of employees and clients
- Positive and respectful outlook towards their job, other employees, and the clients they serve
- Adherence to the workplace rules and policies of the Healing Center and the Nation, the established procedures related to this position, and to generally accepted work practices related to respectful and cooperative team performance
- Clean criminal record [relevant to the position]
- Valid driver's license

Personal Attributes

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Maintenance workers will often be working alone and without close supervision. It is important that they exhibit a strong work ethic that includes the ability and willingness to consistently deliver high quality and efficient performance.

The role of the Maintenance Worker – RV Park also requires a high level of interpersonal skills in their interactions with guests and visitors. These interactions may occasionally become confrontational and must be handled with tactful firmness and a strong ability to de-escalate conflict.

Physical Requirements and Working Conditions

This position requires constant physical activities related to grounds and infrastructure maintenance and upkeep, often requiring additional work hours including early mornings, late evenings, weekends, and holidays. The workplace is often busy, resulting in regular interruptions and related stresses.