



Operations and Maintenance Director

Job Summary

The Operations and Maintenance Director is responsible for supervising all O & M staff for Tl'etinqox Government including maintenance, security, recycling, garbage pick-up services, and casual community workers. This position is also responsible for coordinating capital infrastructure projects for TGO as they pertain to community services.

Responsibilities and Duties

- Develop yearly budget, monitor budget and provide reports to supervisors.
- Manage employees in the O & M department.
- Works with funding agencies as it pertains to capital works projects.
- Assists with proposal writing.
- Oversee community water treatment plant, and sampling of waste-water treatment.
- Responsible for road maintenance in Tl'etinqox IR Lands.
- Responsible for annual reports to Dams Safety Officer regarding dams on Tletinqox IR Lands.
- Assists with any community emergencies including fires and floods.
- Maintain all community buildings.
- Attend training and meetings as required.
- Additional duties as per position requirements, and direction of supervisor.

Qualifications and Skills

- Experience in community infrastructure maintenance is an asset.
- Basic computer skills such as use of word, excel, zoom.
- Able to work flexible hours as required including weekends, evenings, and statutory holidays.
- Understand or speak Tsilhqot'in, and Knowledge of Tsilhqot'in culture is an asset.
- Mechanically inclined.
- Good communication skills.
- Physically capable of meeting the job demands.

Application Process

Please submit your resume to Mitch Verde or email at mverde@tletincox.ca

- 35 hours per week.
- Salary negotiable depending on qualifications and experience.