



**JOB POSTING 2025-016**

The District of Stewart is inviting applications for the Maintenance I position. Reporting to the Director of Operations, the candidate carries out proactive infrastructure maintenance duties as well as continuing to be a full member of the public works department and assisting when requested with snow removal and other labor-intensive duties at the discretion of the DOS. This is a full-time position with a rate of pay of \$38.26/hr.

**Typical Duties and Responsibilities:**

- Maintains all DOS public buildings
- Works with management to develop strategic work plans
- Insures that DOS public assets are secure and protected
- Works with management to develop weekly and monthly checklists
- Conducts periodic inspections and reviews of infrastructure
- Coordinates and oversees individual building maintenance projects
- Coordinates and oversees individual building rehabilitation projects
- Works closely with various outside specialty contractors – maintains contact with contractor workers who are performing services for the DOS
- Other duties as required,

**Qualifications:**

- High School Education or equivalent;
- Red Seal Ticket in maintenance related work considered an asset
- Two years work experience with carpentry, plumbing, electrical, heating, flooring;
- Proven ability to work independently with minimal supervision;
- Good oral and written communication skills;
- Ability to deal effectively and cooperatively with co-workers and the public;
- Valid Class 5 BC Driver's license;
- Computer experience in a Windows environment including the use of Word, Excel & Outlook.
- Proven experience sourcing and pricing construction materials.
- Ability to produce concise written summary reports to manage projects
- Ability to create project budgets and work closely with management to control costs
- Air Brake endorsement considered an asset

**APPLICATIONS:**

Qualified candidates are invited to submit their detailed resume, covering letter, and three references in confidence to the attention of: Darren Hicks [dhicks@districtofstewart.com](mailto:dhicks@districtofstewart.com) or via post at P.O. Box 460, or in person to 705 Brightwell Street, Stewart BC.

**CLOSING DATE:** 4:30pm Tuesday, August 19, 2025

*We thank all applicants, but only those being considered for interviews will be contacted.*

*The District of Stewart acknowledges that we are conducting our business on the traditional Territories of the Nisga'a Nation.*