

FIRST NATION OF NA CHO NYAK DUN (FNNND)

IDENTIFICATION: Garden Maintenance Labourer
DEPARTMENT: Wellness and Social Programs
SUPERVISOR: Social Manager
DATE: March 2024
STATUS: Term
CLASSIFICATION: Level 4

Job Summary

Reporting to the Social Manager, the Garden Maintenance Labourer is responsible for assisting with minor maintenance and repair tasks within the scope of the community garden project. Tasks are primarily maintaining the property facilities and infrastructure, irrigation water system, electric fencing, and general garden duties. The incumbent will adhere to compliance with all health and safety standards, regulations and all other policies ensuring project deliverables in operations, production and maintenance aligns with traditional methods through teaching and harvesting is effectively and efficiently implemented on behalf of the priorities of the Nation.

Main Duties

- Completes minor maintenance, repair and build tasks within the scope of the project as directed (i.e. build raised garden boxes, repair green houses, etc.)
- May assist carpenters in completing major maintenance and repairs in project infrastructure requirements, such as facility structures such as walls, roofs, and decks.
- Operates hand and power tools such as saws, drills, and hammers.
- Ensure job sites are clean and free of debris daily.
- Participates in tail gate meetings and follows safety procedures and wears appropriate personal protective equipment (PPE).
- Measure and cut materials to specified dimensions.
- Load and unload materials and tools from work trucks, storage areas and buildings.
- May assist and participate in preparing, developing, and implementing maintenance and improvement project planning deliverables as directed.
- May make recommendations for material, supplies and equipment orders as required for duty.
- Responsible for minor landscaping and clearing debris on property as required.
- Ensures inventory of maintenance tools, equipment, parts, and supplies are organized, secure and stored properly daily.
- May assist in general garden duties (i.e. tilling, weeding, planting, watering).
- Other duties as required.

Qualifications

Education and Experience:

- Grade 10 and/ or relevant experience and training.
- Experience in minor carpentry, landscaping or farming an asset.
- Occupational Health and Safety Training an asset.
- Knowledge of FNNND history, culture, demographics, goals and aspirations are an asset.
- Experience working in a First Nation multi-cultural environment and community an asset.

Knowledge, Skills and Abilities

- Good oral and written communication skills.
- Good time management and organizational skills.
- Ability to assist effectively in conflict situations an asset.
- Ability to safely maintain, use, store tools and equipment and interpret safety and installment instructions as required.

Interpersonal Skills:

- Ability to act in a diplomatic and confidential manner.
- Ability to work as a team member and demonstrate flexibility in situations.
- Ability to take direction, self-initiative, work independently and meet deadlines.

Decision Making

The incumbent takes direction from the supervisor and may interact with other personnel and external contractors in completing required projects.

Impact/ Accountability

The work of this position is progressive in nature and is responsible for conducting minor maintenance and repairs within the scope of the community garden project property facility and infrastructure as directed.

Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply
Social Programs Manager	To receive direction, exchange information, report on project(s), recommend changes and assist with planning
Wellness and Social Director	May be required to exchange information and consult with.
Staff	To provide information and coordinate efforts.
FNNND Citizens	May communicate and exchange information on project initiative.

Positions Supervised

Not applicable.

Working Conditions

- Environmental: The incumbent must be comfortable working in an isolated location within community boundaries. Multi-tasking will be required and there may be the requirement to work flexible schedules over evenings and weekends in all climate temperatures.
- Physical: must be able to lift up to 50 lbs. Physical activity may include lifting, shoveling, climbing, exposure to noise, dust, and debris.
- Personal Protective Equipment: steel-toed safety boots, safety glasses/ goggles, high visibility vest, hard hat, gloves, chainsaw chaps, etc.

Conditions of Employment

- Valid Class 5 Driver's License and Drivers Abstract
- Security Clearance
- First Aid and CPR
- Chainsaw Certification