



JOB POSTING 2025-023

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
- Ensures 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 or via post at P.O. Box 460, or in person to 705 Brightwell Street, Stewart BC.

CLOSING DATE: 4:30pm Friday, November 14th, 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.