



Job Title: Maintenance and & Fleet Coordinator

Job Classification: Full-Time

Job Family: Administration/Labor (A1-T1)

Salary range: \$20 - \$25 per hour

Deadline: Thursday, July 18, 2024

Reports to: Office Supervisor

About ?Eniyud Health Services: ?Eniyud Health Services is a healthcare provider committed to enhancing the well-being of the Xenigwet'in community through comprehensive and culturally relevant health programs. We prioritize holistic approaches to wellness, recognizing the importance of traditional healing practices alongside contemporary healthcare methods.

Overall Responsibilities:

The Maintenance & Fleet Coordinator reports directly to the Office Supervisor for day-to-day operations; has the following overall responsibilities to Xenigwet'in First Nations Government:

- Manages vehicle coordination and maintenance for all ?EHS assets.
- Manages operations and maintenance of all Health Buildings (Health Centre, Elder/Youth Centre, Old Health Clinic, Two home trailers, and the Fitness Centre).

Specific Duties and Responsibilities:

1. Coordinate and oversee all aspect of fleet maintenance. Including scheduling regular service, repairs, insurance and inspections.
2. Handle insurance claims and accident reports promptly.
3. Develop and implement preventative maintenance programs for vehicles and equipment.
4. Maintain accurate records of fleet maintenance, costs and inventory.
5. Create, maintain, and implement fleet policies and procedures.
6. Manage relationships with vendors, service providers, and parts suppliers.
7. Monitor and analyze fleet performance metrics, to identify areas for improvement.
8. Ensure compliance with relevant safety regulations and company policies.
9. Coordinate and oversee all aspects of facility maintenance, including repairs, renovations, and preventative maintenance. And oversee contractors when necessary.
10. Develop and implement maintenance schedules to minimize disruptions and maximize efficiency.
11. Ensure compliance with safety regulations and building codes.
12. Carpentry and organizing contracting when needed.
13. Conduct regular facility and fleet inspections and report on conditions.
14. Maintain accurate records for facility maintenance activities, costs, and inventory.
15. Assist in budget preparation and cost control for fleet and facility maintenance.

16. Respond promptly to maintenance emergencies and inquiries and coordinate the necessary repairs.
17. Train staff on proper vehicle and equipment usage and maintenance procedures.
18. Foster a positive work culture.
19. Performs other relevant duties.

Qualifications:

1. Minimum one year's experience in fleet management, facility maintenance or relevant area.
2. Strong knowledge of vehicle maintenance and the repair process.
3. Strong knowledge of building systems, including HVAC, plumbing, and electrical.
4. Strong organizational skills and the ability to multitask and prioritize tasks effectively.
5. Excellent people and client interaction skills.
6. Strong leadership and management skills.
7. Experience working with First Nations.
8. Knowledge of Microsoft Word, Excel and PowerPoint.
9. Strong oral and written communication skills.
10. Excellent oral and written communication skills, and team building skills.
11. Ability to work both individually, and as part of a team.
12. Criminal record check and vulnerable sector check required.
13. Must have a valid BC Drivers License, and a reliable vehicle.

Apply Now:

Please send a cover letter and your resume to:

Lorna Elkins | Health Director
Email: healthmanager@eniyudhealth.ca

You can submit a hard copy of your application to the ?EHS Office by **Thursday, July 18, 2024**.

Only those invited to an interview will be contacted.

Preference will be given to those with Aboriginal Ancestry – per section 16(1) of the Canadian Human Rights Act.