



JOB POSTING (2) Summer Student Position Public Works

The Public Works and Housing Worker will work under the direction of the Adams Lake Band Public Works and Housing Supervisor and/or designate and mentor under various departments/consultants. The Maintenance Worker will assist grounds maintenance, elder support and assist in all recreation sites, community gatherings and events; community buildings, and other areas to ensure they are properly maintained.

DUTIES INCLUDE:

- Assist in the maintenance of grounds – general, elder homes and other areas.
- Assist with small public works and housing projects
- Daily schedule of maintenance as noted above
- Assist with general office duties if requested
- Provide general janitorial duties
- Working knowledge of safety and health policies
- Working knowledge of emergency procedures
- Maintain healthy lifestyle for role modeling purposes
- Punctuality and reliability is mandatory
- Follow the ALB Employment policies as to timeliness, confidentiality, personal appointments, and telephone calls.

REQUIRED SKILLS AND ABILITIES:

- Must be a student in September 2017 to June 2018 and returning September 2018
- Working knowledge of all small hand tools
- Use of lawn mower, weed eater, hedgers, and other lawn equipment
- Physically fit
- Organized and detail-oriented
- Ability to work independently, and a team member
- Develop and write reports if required
- Safety Oriented First Aid course (an asset)
- Have own work gear prior to interview

BONAFIDE OCCUPATIONAL REQUIREMENTS (REQUIRED DOCUMENTS):

- Class 5 Drivers License (preferred)
- Acceptable criminal record check
- Have social insurance number
- Must meet ASETS criteria for referral that is required for interview

TERMS OF EMPLOYMENT:

Fixed term position 8 weeks, BETWEEN JULY 3, 2018 - AUGUST 31, 2018
Hours per week: 37.5 (max 37.5 hrs./week), with flexibility in hours/days of work.

Interested applicants please direct resumes to:

Jerry Andrew, Interim Infrastructure & Emergency Services Director at email: jandrew@alib.ca

Deadline for applications will be June 15, 2018 at 4:00 p.m.

“Thank you for your interest in this position; only those contacted will be interviewed”