



## Penticton Indian Band

841 Westhills Drive  
 Penticton, British Columbia  
 Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

<b>Position Title:</b>	<b>Utilities Manager</b>	<b>Classification:</b>	10	\$40-\$49 per hour <small>(Based on certifications &amp; experiences)</small>
<b>Department:</b>	Infrastructure	<b>Type:</b>	Management	
<b>Status:</b>	Full- time, Permanent	<b>Working hours:</b>	35 hours per week	
<b>Responsible To:</b>	Director of Infrastructure			
<b>Location:</b>	841 Westhills Drive, Penticton, BC V2A 0E8			
<b>Deadline:</b>	<b>Until closed</b>			

### Job Summary:

Reporting to Director of Infrastructure, the Utilities Manager is responsible for the maintenance and operation of the water, wastewater, booster stations, prv's, wells, reservoirs, dams, daily equipment maintenance, systems repairs and repair scheduling with outside vendors.

### Duties/Responsibilities:

#### Job Responsibilities and Work Performed

- Carries out all water and sewer related maintenance and repair works. Tasks would include daily inspections, servicing, repairs, water quality sampling, chlorine adjustments, SCADA monitoring and water collection and coordination of larger repairs with contractors and consultants.
- Operation and Maintenance of all Infrastructure: water lines, fire hydrants, curb stops, wells, septic fields, pumps, lift station, prv's, booster stations, wastewater systems, dams, reservoirs, drainage.
- Operate and maintain tools and equipment.
- Orders and coordinates material and supplies.
- Coordination of contractors, consultants and repairs of equipment and related infrastructure.
- Assist with on-call schedule.
- Assist other departments as requested from Supervisor.
- Be part of the On-call rotation for after-hours callouts.
- Other duties as required.

### Qualifications/Requirements:

- Must have a minimum of grade 12 education.
- Must possess a Level 2 Small Water and Wastewater Systems certification with EOCP.
- Minimum of 3-5 years of direct work experience in water and wastewater systems in public works, preferably with a First Nations' organization providing similar services.
- Class 5 Driver's license in good standing.
- Possess an Equipment Operators Certificate or be willing to obtain.
- First Aid and WHIMIS would be an asset.

**Skills Required:**

- Good verbal and written communication skills
- Team oriented with excellent interpersonal skills
- Good time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Hands-on experience with productivity applications, including word processing, spreadsheets, e-mail clients, and presentation software (Word, Excel, Outlook, and Access)
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items
- Ability to maintain filing systems
- Meticulous records maintenance skills
- General mathematical and budgeting skills
- Intimate with the culture and traditions of the Penticton Indian Band
- Good organizational and multi-tasking skills to see completion of assigned work

**Working conditions:**

- High demand volume periods requiring occasional overtime in all weather conditions.
- Adherence to project timelines and deadlines.
- Close teamwork environment requiring commitment to be at work for planned projects.
- Frequent dialogue by phone, email, and in person with staff and managers.
- Occasional distractions from field level noise.
- Working long periods outside in, around and on various equipment, work at a computer, with occasional periods on the phone, and paperwork.
- Substantial travel to and from field on a daily recurring basis required.
- Ability to work evenings and weekends on-call as operational requirements dictate.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

**Deadline:**

Posted until closed

**Send your Resume to Senior Manager, Human Resources**

**Rory Gabriel at [jobs@pib.ca](mailto:jobs@pib.ca)**

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education. The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, and creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'TN (Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.