



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8
Telephone: 250-493-0048

November 18, 2025

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Housing Maintenance Operator	Pay Rate:	\$ 30.00-42.00 (based on credentials and experience)
Department:	Housing	Classification:	PD
Status:	Full Time (2-year term)	Hours of Work:	35 Hours per week
Responds to:	Housing Manager		
Location:	841 Westhills Drive, Penticton, BC		
Closing Date:	January 10, 2026		

Job Summary

The job of the Housing Maintenance Worker was established for the purpose/s of providing maintenance services as to provide minimum health and safety standards needed and/or assigned; assisting in a wide variety of construction and maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed.

Core Competencies:

- Accountability
- Reliability
- Communication
- Critical Thinking
- Strategic Thinking
- Decision Making
- High level of Customer Service
- Leadership
- Teamwork
- Networking/Relationship Building
- Planning & organizing
- Risk Management
- Resource & Fiscal Management

Duties/Responsibilities:

The Housing Maintenance Service person should be able to work under limited supervision following standardized practices that meet or exceed BC Building Code, Fire Code and other regulating resources and/or methods; providing information and/or advising others; and operating within a defined budget. Being reliable with the skill set required is a necessity. However, must always remain aware of their limitations and request the services of a licensed professional when the worker's lack of expertise or local ordinances requires it.

1. Manage maintenance and repairs to PIB housing units:

Main Activities

- Conduct inspections of PIB housing units for needed services and repairs
- Conduct emergency and regular repairs as needed
- Ensure schedules are maintained
- Report all defects and damages to the Housing Manager

2. Perform carpentry and other related services:

Main Activities

- Build required items, as needed, including specialty furniture
- Arrange furniture and equipment for the purpose of providing adequate preparations for special events
- Ability and required skills to build/repair stairs, decks, ramps, replace interior/exterior doors, cabinets
- Ability and required skills to do minor drywall repairs/painting
- Operate and maintain carpentry tools and equipment
- Comply with safety regulations and maintain clean and orderly work areas
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at the job site
- Collects and removes garbage and recyclable materials from job site
- Perform minor fixes such as repairing broken locks, clean gutters, replace whirley birds
- Install appliances and equipment
- Do garden/yard upkeep by mowing lawn in preparing a unit for rental
- Conduct maintenance tasks such as replacing light bulbs
- Check functionality of safety systems (e.g. fire alarm)
- Collaborate with workers and other professionals during renovation
- Other duties as required

3. Perform administrative duties:

Main Activities

- Keep a daily log of tasks
- Efficiently managing time and meeting all specified deadlines
- Follow a preventative maintenance schedule
- Manage applicable projects
- Assist with preparation of maintenance and improvement plans
- Maintain equipment and tools
- Complete and follow work orders
- Recommend the purchase of goods and equipment
- Provide reports to Housing Administrator
- Participate in meetings, workshops, trainings, and seminars

4. Perform financial duties as required

- Prepare budgets and estimates for repairs
- Provide cost comparisons for equipment, supplies, construction methods
- Determine cost benefit for repair or replacement
- Work within budget set by Housing Manager

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12 or equivalent

Other Certifications, Licenses, designations and Training

- Property Management
- Valid Class 5 Drivers License – Driving Abstract needed'
- Own vehicle and trailer properly insured
- Own tools and equipment

Assets

- Red Seal Journeyman Carpenter Certification

Minimum Level of Experience

- 5+ years carpentry experience

Working Conditions:

The unavoidable, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

The Housing Person has a physically strenuous and demanding job. He/she will be lifting, pulling, and managing heavy equipment and objects. He/she will be required to frequently stand, walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl and talk or hear. Specific vision abilities required by this job include close vision, distant vision, colour vision and depth vision. The Housing Maintenance Person will have to work in all weather conditions and must be prepared for both extreme heat and cold.

Environmental Conditions

The Housing Maintenance Person may work in busy construction sites with a variety of other trades and laborers or may spend long hours working alone. The Housing Maintenance person may have to work in awkward environments and will have to carry all required equipment and supplies with them at all times. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to water/humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. The Housing Maintenance Person must work outside in all different weather conditions including extreme cold and extreme hot. He/she may also be exposed to uncomfortable living conditions during home inspections.

Sensory Demands

The Housing maintenance Person may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection. The Housing Maintenance Person may also be exposed to distasteful sights and smells during home inspections.

Mental Demands

The Housing maintenance Person must work independently and is expected to maintain a schedule of maintenance and repairs. Must have the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals and must also have the ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics. Any problems or inconveniences may result in increased stress from completing tasks on a limited time. Stress is caused by the requirement to supervise and direct others. The Housing Maintenance Person must be sensitive to the culture of employees and residents.

*Working environment and safety protocols of the highest caliber, working with face masks worn when necessary

*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 offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez,
HR Manager**

Mail: 841 Westhills Drive **Fax:** (250) 493-2882
Penticton, BC V2A 0E8 **Email:** jobs@pib.ca

In Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

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, 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.