



841 Westhills Drive Penticton,
British Columbia V2A 0E8
Telephone: 250-493-0048 Fax: 250-493-2882

April 30, 2026

Employment Opportunity

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

Position Title:	Facility Maintenance Operator	Pay Rate:	\$ 22.00 to 37.00 / hr. based on credentials and experience
Department:	Infrastructure	Classification:	8 / Task Performer
Status:	Full-time/Permanent	Working Hours:	35 hours per week
Responsible To:	Facilities Manager		
Location:	PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 0E8		
Deadline:	May 15, 2026		

Job Summary:

The Facilities Maintenance Operator reports directly to the Facilities Manager and is responsible for the day-to-day upkeep, preventative maintenance, and minor repairs of the building and its systems. The Facility Maintenance Operator ensures the property is maintained to high standards by completing work orders, performing routine inspections, responding promptly to emergencies, and supporting meeting setups. The Facility Maintenance Operator is a skilled, self-motivated professional with experience in general maintenance trades and a strong commitment to safety, cleanliness, and teamwork.

Core Competencies

- Technical Maintenance Proficiency
- Attention to Detail
- Physical Stamina
- Preventative Maintenance Execution
- Independent Work Ethic
- Operational Safety
- Emergency Response
- Team Collaboration
- Communication Skills

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Complete assigned Maintenance Work Orders and Daily Work Orders in a timely manner.
- Perform daily, weekly, and monthly preventative maintenance checks on building equipment and maintain corresponding records.
- Respond to emergency maintenance situations and urgent requests promptly.
- Perform minor repairs in plumbing, electrical, carpentry, painting, drywall, and wallpapering.

- Set up and break down meeting rooms according to event orders.
- Conduct monthly fire inspections and weekly/monthly generator inspections.
- Perform daily walk-around inspections of the interior and exterior facilities, ensuring cleanliness and security.
- Check and monitor mechanical systems, including boilers, and replace filters.
- Perform basic maintenance on door lock systems and door closers.
- Maintain the cleanliness and organization of all work areas, shops, and storage rooms.
- Coordinate and assist with work performed by external contractors.
- Maintain the building exterior and surrounding areas, including picking up rubbish in the parking lot.
- Respond courteously to all staff questions, complaints, and requests.
- Be available for on-call duties to address after-hours emergencies.
- Maintain confidentiality of proprietary information and protect company assets.
- Required to supply and maintain a basic personal toolkit for general maintenance tasks..

Qualifications/Requirements:

Minimum Educational and Experience Requirements

- High school diploma or equivalent
- 2-4 years of experience in a maintenance role.
- Demonstrated experience performing minor repairs in areas such as plumbing, electrical, carpentry, painting, drywall, and wallpapering.

Other Certification, Licenses, Designations and/or Training

- Valid driver's license
- Cultural awareness and sensitivity in a workplace setting

Assets

- Previous facilities maintenance work experience
- Experience working within or with First Nation communities
- Knowledge of the Okanagan region and local community dynamics
- Building Systems maintenance Certificate (SMC) from BOMI or equivalent
- Red Seal designation in electricity, plumbing or HVAC

Working Conditions:

- Combination of indoor and outdoor work in all weather conditions.
- Must be able to lift or carry 50 pounds or more.
- Fast-paced environment; may involve working in stressful, high-pressure situations.
- Must wear appropriate personal protective equipment (PPE) as required for tasks.

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

*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
Penticton Indian Band**

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.