



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

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

May 25, 2026

Employment Opportunity

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

Position Title:	Housing Maintenance Assistant (Apprentice Carpenter)	Pay Rate:	\$ 22.00 – 37.00 / hr based on experience and credentials
Department:	Housing	Classification:	8/Taks Performer
Status:	Full Time/2 year term	Responds To:	Housing Manager
Location:	841 Westhills Drive, BC V2A 0E8		
Closing Date:	June 08, 2026		

Job Summary:

The job of the Housing Maintenance Assistant (Apprentice Carpenter) was established for the purpose of supporting the Housing Maintenance Operator in delivering essential maintenance, repair, and safety services to PIB housing units while developing carpentry skills and trade knowledge. This position assists in routine and emergency repairs, helps prepare job sites and materials, performs basic carpentry and groundskeeping tasks under direct supervision, and ensures tools, equipment, and workspaces are clean, organized, and safe. The Apprentice Carpenter follows standardized practices, learns to apply BC Building Code and Fire Code requirements, and helps maintain accurate records while building toward greater independence in the trade.

Core Competencies:

- Attention to Detail
- Tool and Equipment Handling
- Recordkeeping and Documentation
- Basic Carpentry Skills
- Time Management and Organization
- Problem-Solving (Minor Repairs)
- Safety Compliance
- Collaboration and Teamwork
- Preventative Maintenance Knowledge

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Assist with housing unit inspections by accompanying the Housing Maintenance Worker, noting observed defects, damages, or safety hazards, and reporting findings to the Housing Manager or Maintenance Worker.
- Support emergency and regular repairs by gathering necessary tools and materials, holding or positioning items, cleaning work areas, and performing minor tasks such as replacing light bulbs or tightening hardware.
- Help maintain repair schedules by tracking upcoming jobs, reminding the Maintenance Worker of deadlines, and assisting with time management to ensure timely completion of work orders.
- Document all defects, damages, and completed repairs in a daily log, including photos when appropriate, and submit logs to the Housing Administrator or Housing Manager.
- Assist in carpentry projects such as stairs, decks, ramps, doors, and cabinets by measuring, cutting, holding materials, and performing basic assembly under the direction of the Maintenance Worker.
- Perform minor drywall repairs and painting including patching small holes, sanding, cleaning surfaces, applying primer and paint, and cleaning brushes and rollers after use.
- Transport tools, equipment, and supplies to and from job sites, ensuring all required materials are available, loaded safely, and returned to proper storage after each job.
- Maintain cleanliness and order at job sites by collecting and removing garbage, recyclable materials, construction debris, and sweeping or vacuuming work areas daily.
- Perform minor fixes such as repairing broken locks, replacing whirley birds (roof vents), cleaning gutters, unclogging drains, and adjusting door hinges.
- Assist with appliance and equipment installation by moving units into place, leveling, connecting basic components such as hoses and power cords, and testing for proper operation.
- Conduct garden and yard upkeep for units being prepared for rental, including mowing lawns, trimming shrubs, raking leaves, and removing weeds.
- Test safety systems such as fire alarms, smoke detectors, and carbon monoxide detectors under supervision, replacing batteries and reporting any malfunctions immediately.
- Collaborate with skilled trades and other workers during renovations by fetching materials, setting up ladders and scaffolding, and following safety instructions.
- Assist with preventative maintenance by following a checklist that includes cleaning vents, checking faucets, and lubricating hinges, and noting upcoming needs for the Maintenance Worker.
- Complete administrative support tasks including filling out work order forms, updating the maintenance log, inventorying tools and supplies, and preparing materials for meetings, workshops, or training sessions.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12

Other Certification, Licenses, Designations and/or Training

- Valid BC Driver's License
- Criminal Record Check with vulnerable sector clearance (as required by BC licensing)
- First Aid
- WHMIS
- Fall protection certifications

Minimum Level of Experience

- Demonstrated experience using hand and power tools (e.g., hammer, drill, circular saw, tape measure, level) in a personal, volunteer, or work capacity
- 6 months of paid or unpaid experience in construction, maintenance, general labour, or a related trade
- Experience performing basic repairs (drywall patching, painting, changing locks, assembling furniture)
- Previous experience working under the supervision of a skilled tradesperson

Assets:

- Basic computer literacy (for logging tasks and work orders)
- Ability to read a tape measure and perform basic math calculations
- Interest in pursuing a carpentry apprenticeship (SkilledTradesBC Registration)
- Completion of a recognized carpentry foundation/pre-apprenticeship program

Working Conditions:

- Work is performed both indoors and outdoors in all weather conditions, including rain, heat, cold, and humidity.
- Exposure to dust, dirt, fumes, noise, paint, solvents, and various construction materials and chemicals.
- Physical demands include standing, walking, climbing ladders and scaffolding, bending, kneeling, crouching, reaching, lifting, carrying, and pushing or pulling objects weighing up to 50 lbs. (23 kg) unassisted and heavier loads with assistance.
- Frequent interruptions and shifting priorities, requiring the ability to stop and restart tasks quickly in response to emergency repair requests or urgent housing needs.

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.

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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.