



# EMPLOYMENT OPPORTUNITY

Scw'exmx Child and Family Services Society (SCFSS) is family-centered and guided by nłe?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

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## VEHICLE & MAINTENANCE WORKER

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**Status:** Full-time | Permanent  
**Hours:** 35 hours per week | 7:00am to 3:00pm | Monday to Friday  
**Wage:** Starting salary commensurate with experience  
**Benefits:** Comprehensive Benefits Package | Public Service Pension Plan  
**Location:** Merritt, BC

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### POSITION SUMMARY

Reporting to the Operations Manager, the Vehicle and Maintenance Worker is responsible for transportation, general maintenance duties, and event support at SCFSS. The Vehicle and Maintenance Worker performs general maintenance and repairs of SCFSS facilities and coordinates maintenance of all company vehicles. The Vehicle and Maintenance Worker utilizes a high level of judgment, professionalism, and sensitivity in dealing with clients, staff, and the communities we serve. The Vehicle and Maintenance Worker works to build effective professional relationships within SCFSS, associated agencies, government, our communities, and our relations.

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### OVERVIEW OF DUTIES & RESPONSIBILITIES

- Transportation, deliveries (including outgoing mail), and event support
- Coordinate, schedule, and audit vehicle and trailer maintenance repairs to include preventative, mechanical and electrical repair
- Ensure coordination of all aspects of vehicle and trailer maintenance, including insurance and leases
- Upkeep of vehicle and trailer tidiness/cleanliness (inside and out)
- Ensure quality, compliance, and safety of company fleet and trailers
- Develop and implement procedures for daily operations in relation to fleet and trailers
- Performs general maintenance and repairs of the facilities as needed
- Performs basic preventative maintenance functions of agency spaces
- Performs duties as directed to maintain all facility equipment in good working condition
- Assists with inspecting systems throughout the facilities to detect malfunctions and determine a solution for repair



# VEHICLE AND MAINTENANCE WORKER

- Participate regularly in team meetings to effectively offer integrated, multidisciplinary, and effective services
  - Ensure the confidentiality of records and data
  - Work with external groups (community, government, and related social service agencies) to provide operational services
  - Compile monthly statistical reports
  - Ensure appropriate documentation is promptly written and filed appropriately
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## SUPERVISION RECEIVED

- Regular consultation and review with the Operations Manager
  - Annual Performance Evaluation and work plan review with the Operations Manager
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## JOB REQUIREMENTS

- Clear Criminal Record check prior to the first day of work
  - Clear Ministry of Child and Family Development Prior Contact Check prior to the first day of work
  - Valid Class 4 BC Driver's License without restrictions, or ability to obtain within 3 months of hire
  - Clear BC driver's abstract
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## EDUCATION & EXPERIENCE

- Training and education in a field relevant to the position's duties
  - Minimum two years of experience in a maintenance setting
  - Experience working with Indigenous children, youth, families, and/or communities
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## MINIMUM REQUIRED COMPETENCIES

- General maintenance and handyman capabilities with basic vehicle and construction knowledge
- Excellent communication skills, with the ability to work with a variety of personalities and communication styles
- Efficient work skills with the ability to meet time-sensitive deadlines with attention to detail and high-quality standards
- Ability to work independently and collaboratively under minimal supervision
- Beginner skills in Microsoft Office and online communication platforms for word processing, reports, emails, work orders, etc.
- Handles confidential and sensitive information with discretion, diplomacy, and objectivity



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- Knowledge and sensitivity to the historical and systemic impacts of intergenerational trauma on Indigenous families and communities from colonialism, residential school history, the sixties scoop, and association with the child welfare system
- Comprehensive understanding and utilization of nleʔkepmx and syilx cultural and traditional approaches as a priority over Western methodologies
- Demonstrated ability to build effective professional relationships with SCFSS staff, leadership, Elders, and communities

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## APPLY NOW

- Apply now on our website [[click here to apply](#)]
- Complete the application form on our website, attach your cover letter and resume
- We thank all candidates for their interest, but only those selected for screening will be contacted
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry