



Malahat Nation

110 Thunder Road | Mill Bay, BC | V8H 1B8

Tel: (250) 743-3231 | Fax: (250) 743-3251

info@malahatnation.com | www.malahatnation.com

MAINTENANCE LEAD

REPORTS TO Director of Operations & Maintenance

START DATE April 2026

COMPENSATION \$60,767.46 - \$62,590.48 per annum (NEE: 15)

STATUS Permanent, Fulltime
35 hours per week

- subject to education and / or experience or a combination of both.

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is looking for the right candidate to join our Operations and Maintenance Department! We are looking for fun, energetic, dependable and organized staff. Staff are offered opportunities for professional growth and development.

PURPOSE: *Reporting to the Director of Operations & Maintenance, the Maintenance Lead plays a critical role in ensuring the safety, functionality, and upkeep of community buildings, residential buildings, infrastructure, and equipment as well as overseeing and coordinating maintenance for Housing and other assets. Working in alignment with the values and needs of Malahat Nation community, the Maintenance Lead provides hands-on leadership to the Operations and Maintenance team while promoting a respectful and culturally aware work environment.*

RESPONSIBILITIES:

Team Leadership & Supervision

- Supervise and coordinate daily activities of the maintenance team (technicians, laborers, seasonal and student intern workers).
- Assign, prioritize, and monitor tasks to ensure timely completion
- Mentor and train local community members interested in trades and maintenance.
- Coordinate with and supervise specialized contractors on-site (HVAC, electrical, plumbing, etc.)
- Ensure contractor work meets quality, health and safety standards.
- Conduct regular team meetings and safety briefings.

Housing, Facilities, Asset & Infrastructure Maintenance

- Oversee regular inspection and maintenance of community buildings, water and sewer systems, roads, heating systems, and other infrastructure.
- Conduct regular site inspections to identify repair needs and safety concerns.
- Troubleshoot and resolve basic electrical, plumbing, and HVAC issues.
- Complete general carpentry, painting, drywall, and light construction tasks.
- Maintain exterior areas including landscaping, snow removal, litter pickup, power washing, and window/gutter cleaning.
- Ensure equipment and vehicles are in good working order and serviced regularly.
- Maintain accurate maintenance records and report major repair needs for capital planning.

Health, Safety & Compliance

- Promote safe work practices and ensure compliance with occupational health and safety standards.
- Respond to emergencies such as power outages, water issues, or facility damages with urgency and care.
- Maintain daily activity logs and report issues, damage, or required follow-up to the Operations and Maintenance team.
- Ensure environmental stewardship in all maintenance practices.

Community Engagement & Tenant Support

- Foster respectful relationships with Elders, Youth, and other community members.
- Ensure maintenance activities respect cultural practices and traditional spaces.
- Support community events through maintenance and logistical preparation as needed.
- Respond promptly to maintenance requests and communicate clearly with tenants.
- Promote a service-oriented approach aligned with Malahat nation values.

FOUNDATIONAL KNOWLEDGE REQUIRED:

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.

Indigenous Perspective:

- Recognizes and respects all cultural diversity and has an understanding and respect for Malahat Nation culture.

Western Ways:

- High School Diploma or equivalent technical experience.
- Minimum of 1 year of experience in maintenance or trades, with leadership or supervisory experience.
- Strong knowledge of building systems, tools, equipment, and safety standards.
- Class 5 Driver's License required.
- Criminal Record Check (CRC) required.
- Effective December 3, 2021 full vaccination against COVID-19 is required to be eligible for employment at Malahat Nation. All individuals must show Proof of Vaccination as a mandatory condition of their employment.

PREFERRED EDUCATION AND EXPERIENCE:

- Experience working in a First Nations community and a willingness to learn about Malahat culture, customs, and traditions is an asset.
- Trades related experience is considered an asset.
- Three (3) or more years of experience supervising others.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent organizational and communication skills.
- Ability to prioritize and manage tasks independently.
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal communication.
- Commitment to safety, accountability and community service

***Interested applicants are invited to submit a current resume, a detailed cover letter and three references.
Please reference the JOB TITLE in the SUBJECT LINE.***

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

EMAIL: careers@malahatnation.com

WEBSITE: <https://malahatnation.com/jobs/>

DEADLINE: Recruitment Open Until Position Filled.



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