

## Job Posting

**DEPARTMENT** Village O&M Department

**POSITION** Computerized Asset & Maintenance Management System (CMMS) Support

- Part-Time
- 1 position available
- Reports to CAAMS Supervisor

### Job Summary

Supports the CAMMS Coordinator in the work management of band assets/projects using CMMS (Computerized Maintenance Management System) software. This position is responsible in assisting the CMMS Coordinator in maintaining asset data accuracy, rolling out standard workflows for work requests preventive maintenance, project requests, repairs, inspections, etc.

### Desired Qualifications:

- Valid Class 5 (min.) BC Driver License – **mandatory**;
- **Punctuality and reliable attendance is required.**
- Experience in planning, scheduling and auditing maintenance activities;
- Proficient with Microsoft Software (Excel/Word/Outlook);
- Quickly adapts to new software programs,
- Ability to shift priority of tasks, and frequent changes in work assigned;
- Performs work accurately and thoroughly;
- Works effectively with people regardless of their age, gender, race, ethnicity, religion, or job roll;
- Organized and detail oriented;
- Asks questions for better understanding and clarification of duties when unsure;
- Ability to work unsupervised while staying on task;
- Professional and effective communications skills – oral (telephone and in person), and written (clear and concise);
- Proven history of reliable, ethical conduct;
- Confidentiality regarding Band Assets, Procedures, Clients, and Staff is of the utmost importance.

Physical demands of this job may vary. The majority will be performed at a desk/workstation however may include lifting, pushing/pulling up to 50 pounds, walking, standing, climbing, crawling, bending and kneeling.

### Job Responsibilities

- Support the Asset & Maintenance Management Coordinator in maintaining up to date records on all Band assets (including, but not limited to):
  - Buildings, Fleet, Infrastructure;
  - Make, model, serial numbers;
  - Purchase/sale information (date, cost, vendor) and warranty details;
  - Maintenance requirements & schedules;
- Assist in the administration of work requests, inspections and preventive maintenance (PM) activities utilizing Manager+, a computerized maintenance management system (CMMS) to record work activity;
- Follow and adhere to established time standards;
- Identify equipment issues and propose recommendations for improvements to the AMM Coordinator for consideration;
- Complete assigned tasks considering priority and time sensitivity of tasks;
- May be temporarily assigned to any division of Village O&M for emergency relief work (i.e. snow removal, sandbagging, drop off/pick up of fleet vehicles, parts or other O&M Staff, etc.).

### **TERM OF POSITION**

- Tentative start date is October 22, 2018

Interested applicants please direct resume and cover letter to:

Kevin Potter – Director Village O&M

- By fax to Attn: Director Village O&M 250-679-3220
- By email – [kpotter@lslib.com](mailto:kpotter@lslib.com)

Deadline for applications will be 4:30pm – Tuesday, October 9, 2018