



Ta'an Kwäch'än Council

A **Position Title:** **Carpenter/Maintenance Leadhand**

Department: Housing and Infrastructure

Supervisor: Housing & Infrastructure Manager

Date: February 2025

Status: Regular Full-time

B **Context Statement:**

As an order of Government in Canada, the Ta'an Kwäch'än Council has authority and responsibility to provide quality programs and services for its Citizens, and to manage its resources for the benefit of future generations, in accordance with the Ta'an Kwäch'än Final

C **Job Summary:**

Reporting to the Manager of Housing and Infrastructure, the Carpenter/Maintenance Leadhand will undertake building and general maintenance work on Ta'an owned houses and infrastructure as directed. Work will be performed in Horse Creek area, TKC Fish Camp, TKC Village Road and in Whitehorse as required, within the traditional territory. This position will work with the Capital Infrastructure Coordinator on various projects as Leadhand within the Maintenance team and will work independently on some projects.

D **Main Duties:**

- Taking measurements and calculating the size and number of materials needed
- Build window frames, doors, staircases, and frames.
- Install flooring, roofing, or drywall.
- Inspect places and conduct repairs or maintenance per maintenance schedules
- Building scaffolding and other construction structures
- Work with the Capital Infrastructure Coordinator to do renovations to both citizen houses and to property owned by Ta'an Kwäch'än Council.
- Trouble shooting abilities for equipment such as, but not limited to; HVAC, Electric items, plumbing, furnace, wood stoves
- Water tank flushing/cleaning/maintenance
- Occasional home maintenance
- While performing H& I duties, check firewood, snow levels, garbage as need with the team.

E **Impact / Accountability:**

The **Carpenter/Maintenance Leadhand** performs a critical support role to the Housing and Infrastructure department and is expected to serve as a goodwill Ambassador for the First Nation, addressing the needs and services for the residents as well as the government.

F Decision Making:

Objectives for this position are developed in conjunction with the Management Team and the Executive Director and are approved by the Chief and Council through the strategic planning process.

The Manager is responsible for managing all aspects of the department within policy. Day-to-day direction is provided by the Capital and Infrastructure Coordinator and Housing & Infrastructure Housing Manager. The human resources unit is responsible for ensuring all departments understand and follow the administrative systems in place or under development.

G Key Personal Contacts and Nature of Contacts:

Who	Why
Elders	Traditional cultural rules apply
TKC Citizens	Under guidance of Manager of Housing and Infrastructure, to provide advice and direction
Chief/Deputy Chief and Council	Under guidance of Manager of Housing and Infrastructure, may be asked to aid with advice or prepare reports
Management Team	Under guidance of Manager of Housing and Infrastructure may be asked to aid with advice or prepare briefings/reports; to exchange information on strategies developed for Housing issues
Officials of Gov't.	Under guidance of Manager of Housing and Infrastructure, may be asked to provide assistance with advice or prepare reports
F.N. Organizations	Under guidance of Manager of Housing and Infrastructure, provide advice and direction
Contractors	Under guidance of Manager of Housing and Infrastructure, exchange and receive information. Act as a liaison for TKC First Nation

H Positions to Supervise:

- This position will be a team lead for the Maintenance team members on work sites.

I Working Conditions:

This position is located throughout geographical locations within Ta’an traditional territory and may require meeting constant and critical deadlines, difficult problem-solving tasks and dealing with people. The incumbent will work independently, with little supervision, in an environment characterised by rapid change and adaptation

J Qualifications:

Education & Experience:

- Experience in the carpentry trade repairing, renovating and maintenance,
- Knowledge of housing programs, policies, and building codes
- Reading and interpreting acts, regulations, standards, including but not limited to the National Building Code and City of Whitehorse bylaws.
- Ability to analysis and recommend problem-solving approaches
- Knowledge and experience in developing and/or working with blueprints
- Knowledge of First Nation Government (land claim & self-government agreements, TKC Constitution), and social conditions and social dynamics prevailing in the community
- Knowledge of TKC history, culture, language, demographics, goals & aspirations.
- Ability To provide guidance and supervision to staff, resolve conflict situations, problem solve and work co-operatively and facilitate the development of a team environment.
- Conflict resolution and mediation skills
- Ability to foster trust acceptance and interest at the community level.

K Personal Suitability:

- Able to establish good cooperative team working relationships with staff, tenants, community members, contractors, and service agencies
- Tact, judgement, and diplomacy are essential skills to ensure effectiveness in performing this function
- The incumbent must be able to maintain confidentiality due to the nature of information and data retained in the function.

L Conditions of Employment:

- Oath of allegiance and secrecy,
- Conflict of interest declaration,
- Valid driver’s license
- Criminal Records Check

M Job Description Approval:

I approve this job description as being representative of the work required and that the responsibilities identified have been delegated.

Housing and Infrastructure Manager

Date

I have read and agree with this job description.

Incumbent

Date