



# LOWER KOOTENAY BAND

830 Simon Road, Creston, BC VoB 1G2 Ph: 250.428.4428 Fax: 250.428.7686

<b>Job Title:</b>	Maintenance Project Team Lead	
<b>Location:</b>	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Seasonal (approximately April 15 – December 15) <i>with potential for year-round project coordination responsibilities</i> <input type="checkbox"/> Year Round <input type="checkbox"/> Contractor	<b>Hours:</b> <b>35 Hours / Week</b>  8:00am – 3:00pm

<b>Job Description:</b>
The Maintenance Project Team Lead is responsible for planning, coordinating, and completing facility and infrastructure projects for Lower Kootenay Band. This role combines hands-on leadership with project coordination, ensuring work is completed safely, efficiently, and to a high standard while supporting and guiding staff throughout the project.
<b>Responsibilities and Duties:</b>
<b>Project Planning &amp; Coordination</b> <ul style="list-style-type: none"><li>• Plan, organize, and coordinate various projects from initiation to completion</li><li>• Identify project requirements, including materials, equipment, labor, and timelines</li><li>• Break projects into manageable steps and guide the team through each phase</li><li>• Monitor progress and adjust plans as needed to ensure timely completion</li><li>• Assist in developing project estimates and tracking project needs</li></ul>
<b>Leadership &amp; Crew Support</b> <ul style="list-style-type: none"><li>• Provide direct, hands-on leadership to a team</li><li>• Work alongside crew members to complete project tasks</li><li>• Provide mentorship, training, and guidance on tools, equipment, and safe work practices</li><li>• Delegate tasks effectively and ensure accountability</li><li>• Foster a positive, collaborative, and respectful team environment</li></ul>
<b>Health &amp; Safety</b> <ul style="list-style-type: none"><li>• Conduct and document hazard and risk assessments for high-risk activities</li></ul>



- Promote and enforce safe work practices in accordance with WorkSafeBC standards
- Ensure proper use of PPE and adherence to safety protocols
- Report incidents and near misses promptly and accurately

## **Operations & Collaboration**

- Coordinate scheduling of tools, equipment, and resources with Maintenance, Lands, and Housing departments
- Attend meetings with internal departments, community members, and external partners
- Communicate project updates, challenges, and resource needs to the supervisor
- Support troubleshooting of maintenance issues and implementing practical solutions

## **Documentation & Asset Management**

- Maintain accurate project documentation and reporting
- Develop operation and maintenance documentation for completed projects
- Ensure tools and equipment are properly maintained and tracked

## **Qualifications / Requirements:**

### **Experience & Knowledge**

- Experience in construction, maintenance, facilities, and/or infrastructure projects
- Strong working knowledge of tools, equipment, and building systems
- Understanding of construction practices, codes, and regulations
- Experience coordinating or leading projects is an asset

### **Skills & Competencies**

- Strong project planning and organizational skills
- Hands-on leadership and team mentorship abilities
- Excellent problem-solving and decision-making skills
- Clear and effective communication skills
- Ability to anticipate project needs and adapt to changing priorities
- Strong attention to detail and commitment to quality



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## Safety & Compliance

- Solid understanding of WorkSafeBC requirements and safe work practices
- Proven ability to identify and mitigate workplace hazards

<b>Created and Approved By:</b> Matty Fedorowich	<b>Title:</b> Human Resource Administrator
<b>Date:</b> April 2026	