



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	MAINTENANCE SUPERVISOR
HOURS:	35 HOURS PER WEEK
WAGE:	\$28.33 PER HOUR
TERM:	PERMANENT
REPORTS TO:	SUMAS FIRST NATION CAPITAL AND PUBLIC WORKS MANAGER

1.0 PURPOSE & SUMMARY

The Maintenance Supervisor is responsible for the effective delivery of the Sumas First Nation Maintenance Management Plan, including scheduling, prioritizing and delivery of service. The Maintenance Supervisor is responsible to develop annual work schedules and maintain work and maintenance logs. This position provides ongoing supervision of full time, seasonal and on-call maintenance staff to ensure all aspects of the Plan are performed in a timely and cost-effective manner, including unexpected or emergency issues which may arise from time to time. The Maintenance Supervisor provides expertise regarding the maintenance and security of community buildings and infrastructure and maintains an ongoing awareness of the condition of these assets through inspections, observation and communication with staff and community members. This position is relied upon to ensure that administration and community facilities are safe and ready for occupancy for work, meetings and special events.

2.0 DUTIES & RESPONSIBILITIES

1. Supervise and participate in the maintenance of all Nation-owned grounds, parks, roads, trails, sports fields, drainage systems, and public facilities.
2. Coordinate and perform brush removal, blackberry clearing, vegetation control, mowing, trimming, pruning, landscaping, litter collection, and general site clean-up.
3. Plan and supervise seasonal maintenance activities including snow removal, ice control, sanding, salting, storm clean-up, and flood response.
4. Oversee the maintenance and minor repairs of the interior and exterior of Nation-owned buildings and facilities.
5. Safely operate and supervise the operation of equipment including forklifts, tractors, backhoes, skid steers, mowers, trailers, chainsaws, brush cutters, and other maintenance equipment.
6. Schedule and supervise maintenance staff, assign daily work, and monitor work quality and productivity.
7. Coordinate contractors for specialized maintenance work and ensure work is completed safely and to required standards.
8. Maintain equipment, maintenance records, inventories, and inspection logs.
9. Ensure compliance with WorkSafeBC requirements, safety procedures, and SFN policies.
10. Respond to emergency maintenance situations, including after-hours callouts when required.
11. Assist with community events by transporting, setting up, and dismantling equipment and facilities.
12. Perform other duties related to grounds, facilities, equipment, and public works maintenance as assigned by the Capital and Public Works Manager.

3.0 QUALIFICATIONS

1. Minimum three (3) years' experience in grounds, facilities, or public works maintenance.
2. Minimum one (1) year of supervisory experience.
3. Experience operating equipment such as forklifts, tractors, backhoes, skid steers, mowers, and other maintenance equipment.
4. Knowledge of grounds maintenance, snow removal, vegetation management, and basic building maintenance.
5. Ability to plan, prioritize, and supervise daily work activities.
6. Strong communication, organizational, and record-keeping skills.
7. Valid BC Class 5 Driver's Licence (required); Forklift certification and Class 3 with Air Brakes are assets.
8. Ability to work outdoors in all weather conditions and respond to emergency call-outs when required.
9. Knowledge of WorkSafeBC regulations and safe work practices.

4.0 CONTACT

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com
Deadline: Sept 9, 2026