



GWA'SALA - 'NAKWAXDA'XW NATIONS

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • V0N 2P0
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: WWW.GWANAKNATIONS.CA

Employment Opportunity

Position: Bighouse Manager

Position Type: Part-Time Contract (with the potential for the position to transition to full-time as the operations and use of the Gukwdzi develop)

Hours: 17.5 hours a week

Wage: \$30.00 per hour

Reports To: Bighouse Coordinator

Application Deadline: November 2, 2026

Position Summary

The Bighouse Manager is responsible for overseeing the day-to-day maintenance, safety, cleanliness, and overall condition of Gwa'sala-'Nakwaxda'xw Nation's Gukwdzi, including its grounds, equipment, and related assets.

The Manager will conduct regular inspections, coordinate maintenance and repairs, work with contractors and service providers, monitor building systems and safety requirements, and help ensure the Gukwdzi remains a safe, functional, accessible, and welcoming space.

The Manager will also assist with maintenance planning, budgeting, purchasing, inventory, emergency preparedness, and the coordination of staff and contractors supporting building operations.

Key Responsibilities

Gukwdzi Building Operations and Maintenance

- Oversee the day-to-day operation and maintenance of the Gukwdzi, including grounds, parking areas, equipment, and related infrastructure.
- Conduct regular inspections of the building and property to identify maintenance issues, safety concerns, repair needs, cleanliness standards, and potential risks.
- Coordinate repairs, preventative maintenance, and work orders in a timely and cost-effective manner, in consultation with the Bighouse Coordinator and as required, the Bighouse Society Board of Directors.
- Monitor the condition and operation of building systems, including heating, ventilation, plumbing, electrical, fire protection, security/access, and other building systems.
- Arrange and monitor repairs by qualified tradespeople or contractors when work is beyond the scope of internal staff.
- Maintain accurate records of inspections, repairs, maintenance schedules, equipment servicing, warranties, and contractor work.
- Support long-term maintenance planning, capital asset replacement, and lifecycle management of building systems and equipment.
- Help maintain the building, grounds, and surrounding areas in a clean, safe, orderly, and presentable condition.

Supervision and Contractor Coordination

- Supervise, schedule, and support maintenance, custodial, groundskeeping, temporary, or other staff assigned to building operations.



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- Coordinate contractors, tradespeople, and service providers, including obtaining quotes, scheduling work, monitoring performance, and confirming completion.
- Review invoices, service records, purchase requests, and contractor documentation for accuracy before forwarding for approval.
- Promote and maintain a safe, clean, accessible, and secure environment for all building users.
- Ensure maintenance and operational activities are carried out in accordance with applicable policies, procedures, and safety requirements.

Health, Safety and Emergency Preparedness

- Monitor compliance with applicable fire safety procedures, building policies, and emergency procedures.
- Ensure safety equipment, fire extinguishers, alarms, emergency exits, signage, first aid supplies, and other emergency systems are inspected and maintained as required.
- Support emergency preparedness planning, evacuation drills, continuity planning, and incident reporting for the Gukwdzi.
- Report safety hazards, building deficiencies, incidents, and urgent maintenance concerns promptly.
- Respond to urgent building-related concerns and coordinate appropriate follow-up.

Budgeting, Purchasing and Inventory

- Assist with preparing and monitoring building maintenance budgets, repair estimates, project costs, and annual maintenance plans.
- Recommend purchases of supplies, tools, equipment, materials, and services required for building operations.
- Maintain an inventory of maintenance supplies, cleaning products, tools, safety equipment, keys, access devices, and other assigned assets.
- Ensure purchases follow organizational approval processes, purchasing requirements, budget limits, and documentation procedures.
- Monitor maintenance and repair costs and identify opportunities for preventative maintenance and cost savings.

Community Relations and Customer Service

- Respond professionally and respectfully to concerns, complaints, and service needs from the Bighouse Coordinator, Bighouse Society Board of Directors, Gwa'sala-'Nakwaxda'xw Nation leadership, community members, event users, and other building users.
- Communicate timelines, access requirements, service interruptions, safety notices, and repair updates clearly and respectfully.
- Support a welcoming, respectful, culturally appropriate, and service-oriented environment.
- Help ensure community members and users understand building procedures and expectations.
- Work collaboratively with the Bighouse Coordinator and other Nation departments to support the successful operation of the Gukwdzi.



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Other Duties

- Participate in meetings, inspections, training, and planning activities related to the operation of the Gukwdzi.
- Assist with the development and implementation of building maintenance procedures and operational standards.
- Perform other related duties consistent with the scope of the position.

Qualifications

Education and Experience

- Previous experience in building maintenance, facilities, custodial operations, property management, construction, trades, public works, or a related field is considered an asset.
- Experience coordinating contractors, tradespeople, or service providers is considered an asset.
- Experience working in a community, First Nation, cultural, public, or multi-use facility is considered an asset.
- Experience supervising staff or coordinating the work of others is considered an asset.
- A combination of education, training, and relevant practical experience will be considered.

Knowledge, Skills and Abilities

The successful candidate will demonstrate:

- Strong organizational and time-management skills.
- Ability to identify maintenance and safety concerns and coordinate appropriate solutions.
- Practical understanding of building maintenance and common building systems.
- Ability to work independently and prioritize competing maintenance needs.
- Strong communication and interpersonal skills.
- Ability to communicate respectfully with community members, contractors, staff, and leadership.
- Strong attention to detail and record-keeping abilities.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work collaboratively and contribute to a positive and respectful workplace.
- Basic computer skills for email, record keeping, scheduling, and documentation.

Requirements

The successful candidate must:

- Be able to work flexible hours as required by the operational needs and scheduled use of the Gukwdzi.
- Be willing and able to respond to urgent building and maintenance concerns when required.
- Successfully complete a **Criminal Record Check** as a condition of employment.
- A valid BC Class 5 Driver's Licence is considered an asset.



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Working Conditions

This is a part-time contract position based primarily at the Gukwdzi in Tsulquate.

The position involves a combination of indoor and outdoor work and may require walking, standing, lifting, carrying supplies or equipment, and working in varying weather conditions.

The Manager may be required to work evenings, weekends, or outside regular hours depending on building use, scheduled events, maintenance requirements, or emergency situations.

There is potential for this position to transition to full-time employment as the operations and use of the Gukwdzi develop.

To apply, please submit a resume and cover letter to:

Bighouse Coordinator, Walter George

Email: bhcoordinator@gwanaknations.ca

Application Deadline: November 2, 2026

Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.