



445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0
Phone: 250-841-2500 / 841-2525 Fax: 250-841-2541

JOB POSTING **GREENHOUSE KEEPER/GARDENER & MAINTENANCE WORKER**

Position May 5 - October 31, 2025

Position Summary

Reporting to the Public Works Manager, the Greenhouse Keeper/Gardener/Maintenance Worker will assist the Greenhouse Keeper/Gardener in providing the community with plants, food, greenery within the community of Hartley Bay. The incumbent will assist in the Maintenance Department when needed to support the Community with snow blowing, cleaning buildings, garbage removal and recycling.

Responsibilities

- Assist in the work with plants by moving, planting, pinching, spacing, hanging baskets, putting trays/containers on benches, transplanting plugs, etc. in the greenhouse;
- Count inventory and load racks of flowers according to po's and invoices;
- Organize Greenhouse product on docks when shipment comes in;
- Check fire extinguishers monthly;
- Emergency lighting check;
- Snow removal in winter including Plowing and De-icing;
- Removing Snow from band owned buildings – helipad clearance and salt as needed;
- Salt elders' roads;
- Shrubbage/Overgrowth Removal;
- Grass cutting spring to fall;
- Maintenance Shed - Periodic upkeep and cleaning;
- Attend Barge Arrivals and Ferry Arrivals Unloading, sorting and delivering packages/parcels/appliances to destination;
- Support elders through deliveries;
- Clearing barge ramp for arrival;
- Assist in ensuring all garbage from homes weekly or as needed;
- Ensure clean garbage boxes around public buildings;
- Ensure that garbage is removed from the dock site and that the docks are kept free of garbage.

Qualifications

- Entry level – no previous experience required however preference will be given to applicant with greenhouse, or maintenance experience
- Well organized;
- Self-motivated;
- Take on additional greenhouse and maintenance duties when requested;
- Reside in Hartley Bay.

Working Conditions

- Must be able to lift or move up to 50lbs;
- Must be able to push/pull racks on wheels of 100lbs with or without reasonable adjustments;
- Be able to stand, sit, climb, balance, stoop, squat, kneel, crouch or crawl with or without reasonable adjustments for long periods of time;
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals;
- Workers exposed to all weather conditions.

Licenses

- Occupational First Aid preferred or will train.

Please apply by submitting a cover letter and resume to Gitga'at First Nation with "Greenhouse Keeper/Gardener/Maintenance Worker" in the subject line, 445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0 or submit in Microsoft Word to e-mail jobs@gitgaat.ca.

This job posting will close April 30, 2025.

Only short-listed applicants will be contacted.

Applicants of Gitga'at and/or Aboriginal ancestry are encouraged to apply. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry. Only short-listed applicants will be contacted.