



JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

ASSISTANT COORDINATOR- MAINTENANCE (Term with Possibility of Permanency, Full Time)

The KRG's Municipal Public Works Department is responsible for the management of infrastructure projects for the northern villages, as well as for the preventive and corrective maintenance of more than 200 KRG residential and commercial buildings throughout the region (staff housing, offices, airport buildings, and police stations). It also provides technical assistance to the northern villages to maintain some municipal infrastructure (drinking water treatment plants, community centers, arenas, swimming pools, etc.) and to childcare centers around the region.

Under the supervision of the Coordinator-Maintenance, the Assistant Coordinator-Maintenance is responsible for, without being limited to, the following responsibilities:

- Review requests from tenants and complete missing information in the maintenance software system;
- Assist the Coordinator-Maintenance in the assignment of work and travels of the maintenance staff and, when required, contractors and consultants;
- Determine and find required services and materials and prepare the requisitions, follow-up with Purchasing for the Purchase Orders and suppliers for deliveries.
- Inspection the work assigned to staff and request any corrective actions as to scope of work and quality required;
- Enter and close completed work orders in the maintenance software system and prepare any reports required on the work status;
- Ensure the compliance of Health and Safety rules and regulations for the maintenance staff;
- Perform any other related duties requested by his supervisor.

The selected candidate must:

- Possess a college studies diploma in a related field: engineering, building mechanics, logistics, project management, etc. (Relevant work experience will also be considered);
- Have at least three years of relevant work experience as a coordinator of a multi-disciplinary team;
- Be able to communicate, verbally and in writing, in at least two of the following languages: Inuktitut, English or French (A working knowledge of Inuktitut is a definite asset);
- Possess practical computer skills and proficiency in MS Office. Knowledge of work order and preventive maintenance software will be considered an asset;
- Possess good communication skills, used in interrelations with clients and in the day-to-day conversations that build relationships with one's co-workers.
- Be available to travel in Nunavik;
- Demonstrate flexibility and resourcefulness and enjoy teamwork; intercultural awareness.
- Be capable of working under pressure and meeting deadlines.

Work experience north of the 55th parallel is a definite asset.

Place of work: Kuujjuaq
Salary: Min. \$79,112 – Max. \$108,779 yearly (E76)
Other benefits: Cost of living differential: Minimum of \$8 500/year;
Food allowance: Minimum of \$3 903 yearly;
Annual leave trips: Maximum of 3 per person yearly;
RRSP;
Group Insurance;
Vacation: 30 days/year;
Statutory Holidays: 20 days including 10 during Christmas holidays

Please send your resume in English and French to:

**Human Resources Department
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
FAX: (819) 964-2975
E-mail: humanresources@krg.ca**