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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The KRG is currently seeking to recruit an autonomous and results-oriented candidate to work in the capacity of:

ASSISTANT DIRECTOR – BUILDING MAINTENANCE MUNICIPAL PUBLIC WORKS DEPARTMENT (Permanent, full-time position)

Reporting to the Director of the Department, the Assistant Director is responsible to oversee the maintenance of the organization's buildings (offices, police stations, airports, employee housing units, etc.).

RESPONSIBILITIES

- Assist the Director with the management of department's activities and more precisely is responsible to oversees the maintenance and operation of the organization's buildings
- Prepare and administer budgets, implement timetables, and ensure the monitoring of deadlines according to departmental objectives;
- Ensure best practices in corrective and preventive maintenance of KRG buildings in the NVs;
- Supervise, coach and mobilize the division's Coordinators to ensure the maintenance of the organization's buildings;
- Ensure that the Operations section of the division carries out their responsibilities for storeroom management, cargo collection and reception, as well as ground keeping duties;
- In collaboration with the Assistant Director – Infrastructure, coordinate major renovation projects of the organization's buildings;
- Participate in the preparation, implementation and follow-up of the department's operational objectives;
- Ensure clear and transparent communication among stakeholders, such as department staff, other KRG Departments and Northern Villages.

QUALIFICATIONS

- A relevant bachelor's degree in building studies (Engineering or Architecture) or possess considerable experience in building operation and maintenance.
- At least ten (10) years of experience in the field of building maintenance, renovation and construction, including five (5) years as a manager of a multidisciplinary team.
- Strong experience in budget preparation and follow-up;
- Above average knowledge of Microsoft Office Suites and SharePoint functionality. Knowledge of MaintainX and Sage software will be considered an asset;
- Good verbal and written communication skills in two (2) of the following languages: Inuktitut, English or French.
- Capacity to manage several files simultaneously and ensure the necessary follow-up.
- Work experience in multicultural and municipal environments is an asset.
- Available to travel in and outside of Nunavik.

Place of work: Kuujuaq
Salary: Minimum of \$116,523 and maximum of \$160,207 per year (class 113).
Benefits: Cost of living differential: Minimum of \$8 500 per year.
Food allowance: Minimum of \$4 216 per year.
Annual leave trips: Minimum of 3.
RRSP: 7.5 % employer,
Group insurance.
Vacation: 30 days per year.
Statutory holidays: 19 days including 10 days during the Christmas holidays.

Send your resume to:

**Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuaq QC J0M 1C0
Email: humanresources@krq.ca
Fax: 819-964-2975**

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.