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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUJJUAQ (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 a professional candidate to work in the capacity of:

COORDINATOR, INFRASTRUCTURE AND SPECIAL PROJECTS FULL-TIME

Reporting to the Assistant Director Airport Administration, Transportation Department, the Coordinator Infrastructure and Special Projects is responsible for the organization and monitoring of Airport Infrastructures, Marine Ports, Mobile Equipment and Associated Capital and Improvement Projects. The following description of work describes but is not limited to the responsibilities of the position:

- Contribute to the preparation of plans and specifications in various projects in providing to Ministère des Transports (MTQ) comments on projects at all stages of the process;
- Contribute to the feasibility analyses and studies on airport improvement projects according to Transport Canada regulations;
- Evaluate the additional human, technical and financial resources needed for each projects in order to update the Sivunirmut Agreement (Block funding);
- Develop and implement the *Plan of Construction Operation* (PCO) approved by Transport Canada;
- Ensure that all projects are free of deficiencies and completed according to the plans and specifications;
- Negotiate and prepare the renewal of leases and/or contracts for buildings and facilities owned by Transport Canada and the MTQ;
- Assist the Assistant Director Airport Administration, in training and coaching of new management employees;
- Participate as required in the committee meetings that are held with MTQ.
- Manage and coordinate Capital Projects assigned to the Transportation Department.
- Manage and control facilities maintenance by other departments.
- Manage the facilities maintenance of 14 airports including airfield electrical maintenance, vehicle maintenance and procurement.
- Develop and manage Transport Department Capital projects. Participate, provide input and oversee MTQ and Transport Canada capital projects on behalf of the KRG.
- Coordinate and Schedule Rotational Mechanics and Electricians

QUALIFICATIONS:

- University degree in a related field, exceptional relevant work experience may be considered;
- At least five years' experience in Airport Operations including facilities management;
- Engineering Graduate in Mechanical Electrical or Structural Engineering may be considered;
- Experience in project management may be considered an asset;
- Written and oral working knowledge of English and French, Inuktitut will be considered an asset;
- Very good working knowledge of the Microsoft Office Suite;
- Good knowledge of Computer Aided Design (CAD) program;
- Excellent analytical, organization and decision making skills;
- Good knowledge of Transport Canada regulations (TP312, CAR, SMS) considered an asset;
- Availability to travel throughout the Nunavik territory

Place of employment: Kuujuaq
Salary: Minimum \$78 957.06/year; maximum \$108 564.82/year
Benefits: Cost of living differential: Minimum of \$8 500/year
Food allowance: Minimum of \$3 707/year
Annual leave trips: Minimum of 3 trips a year
Pension Plan: 7% employer's contribution
Group Insurance
Vacation: Minimum of 30 days/year
Statutory Holidays: 19 days including 10 during Christmas holidays

Please submit your résumé before to:

Kativik Regional Government
P.O. Box 9
Kuujuaq (Québec) J0M 1C0
humanresources@krg.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.