



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:

**Coordinator, Transportation Operations and Maintenance
(Full-time permanent)**

Reporting to the Assistant Director, Operations of the Transportation Department, the Coordinator, Transportation Operations and Maintenance, ensures safe, effective and efficient management of and operations of our northern airport facilities and services. More specifically, the duties and responsibilities of the Coordinator, Transportation Operations and Maintenance, include:

- Provide leadership, functional direction and support to assigned staff such as the Assistant Coordinator, Airport Maintainers, Observer Communicators, Electricians and Mechanics in the execution of their duties and ensuring understanding of their responsibilities in order to meet the operational and administrative needs of the KRG Transportation Department;
- Ensures that regulations, policies and procedures applicable to airport operations are being followed to maintain compliance;
- Ensures that all airport activities are undertaken to meet regulatory obligations;
- Work within the Safety Management System for setting goals and objectives for each airport, investigating Occurrence Reports as received, completing Corrective Action Plans and providing follow-up status reporting on all actions taken;
- Conduct regular inspections of the airports in accordance with applicable regulations, standards, policies and guidelines;
- Review project invoices, recommending payment approval and/or following-up with contractors as necessary;
- Work within the requisition system to complete purchasing requisition and provide follow-up as required;
- Identify training needs, assisting in development of training materials and provide training to sites as necessary;
- Work within the Travel Management System for all travel requirements for assigned staff;
- Receive and review timesheets by validating the information and the accuracy before submitting them to the Assistant Director for approval and process by payroll;
- Support the northern villages with the planning, implementation, monitoring and control of various projects, including the management and operation of public- and para-transit assets and the KRG's marine infrastructure;
- Perform any other duty assigned by the Assistant Director as required.

REQUIREMENTS

- University degree or post-secondary diploma in a related field. Equivalent work experience will be considered;
- Minimum of five (5) years of relevant work experience in an airport related field;
- Minimum of two (2) years of employee supervision will be considered an asset;
- Experience with project management and report preparation, preferably in the transportation industry is an asset;
- Knowledge of airport Safety Management Systems;
- Proven abilities in planning, organizing and problem solving with quality decision making skills;
- Good communication and writing skills in at least two of the following languages: Inuktitut, English or French;
- Proficient knowledge of Microsoft Office software;
- Ability to work independently;
- Work experience in a multicultural environment, preferably in Aboriginal communities, is considered an asset;
- This position requires frequent travel within and outside Nunavik.

Place of work: Nunavik

Salary: Minimum \$70 872 and maximum \$97 448 / yearly

Other benefits: Cost of living differential: Minimum of \$8 500/year

Food allowance: Minimum of \$1 839/year

Annual leave trips: maximum of 3 per person annually;

RRSP: 7% employer's contribution

Group insurance

Statutory holidays: 19 days including 10 days during the Christmas holidays

Vacation: 30 days/year

Please send your résumé to:

Human Resources Department

Kativik Regional Government

P.O.Box 9

Kuujuaq QC J0M 1C0

FAX: (819) 964-2975

E-mail: humanresources@krg.ca

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.