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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), 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:

MAINTENANCE COORDINATOR

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 for the maintenance of some municipal infrastructure (drinking water treatment plants, community centres, arenas, swimming pools, etc.) and to childcare centres around the region.

Reporting to the Assistant Director (Maintenance) of the Department, the Maintenance Coordinator's duties include in particular:

- Coordinate the work of maintenance staff (technicians, plumbers, electricians, HVAC specialists);
- Receive and process requests from clients and tenants, issue and ensure follow-up on work orders with maintenance staff;
- Prepare the Requisitions for services and goods, follow-up on the Purchase Orders and deliveries;
- Plan and organize required work and assign the necessary resources (workers, equipment, parts);
- Manage building inspections to identify needs, prepare reports, prioritize and allocate works;
- Participate in the development and implementation of preventive maintenance program for buildings;
- Organize and implement the maintenance logs for all service calls, equipment and systems;
- Keep track of materials inventory for all 14 Villages;
- Ensure the compliance of Health and Safety rules and regulations for all staff;
- Assist in the preparation and management of the maintenance activities' annual budget;
- Perform any other related duties requested by the supervisor.

The selected candidate must:

- Possess a college studies diploma in a related field: building mechanics, building maintenance, logistics, project management, etc. (Work experience in a building trade will also be considered);
- Have at least three years of relevant work experience as a coordinator of a multi-disciplinary team;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Possess practical computer skills for the MS Office suite;
- Possess expertise in the use of preventive maintenance systems;
- Possess good communication skills and build relationships with clients, co-workers and staff;
- Promote teamwork and intercultural awareness;
- Demonstrate flexibility and resourcefulness;
- Be available to travel in Nunavik;
- Be capable of working under pressure and meeting deadlines.

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

Place of work: Kuujjuaq, Québec.
Salary: Minimum $71 596/year; maximum $98 451/year.
Other benefits: Cost-of-living differential: $8,500 annually (minimum);
Food allowance: $3,707 annually (minimum);
Annual leave trips: maximum of 3 per person annually
Simplified pension plan;
Group insurance;
Vacation: 30 days;
Statutory holidays: 19 days, including 10 days at Christmas.

Please send your résumé in English before January 31, 2022 to:

Human Resources Section
Kativik Regional Government
P.O. Box 9, Kuujjuaq QC J0M 1C0
Fax: 819-964-2975
Email: 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.