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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 body having jurisdiction over the territory north of the 55th parallel in Québec and, in particular, provides technical assistance to the 14 northern villages of Nunavik.

The KRG 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 institutional 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.

The KRG is currently looking for a dynamic and motivated individual to fill the following position:

MAINTENANCE COORDINATOR
(Permanent, full-time)

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

- Coordinate the work and travels of rotational maintenance staff (building 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 for the Purchase Orders and deliveries.
- Plan and organize the allocation of work, and plan and assign the necessary resources (workers, equipment, parts);
- Manage building inspections to identify needs, prepare reports, prioritize, list and allocate works;
- Participate in the development and implementation of maintenance plans for buildings; organize and implement the maintenance logs for all equipment and systems; keep maintenance logs to document service and repairs; keep track of maintenance supply inventory;
- Ensure the compliance of Health and Safety rules and regulations for all technical staff;
- Manage the use of the vehicles (pick-ups) by the maintenance staff;
- Assist in the Management of the annual related budget;
- 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 eight 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 expertise in preventive maintenance systems. 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, Québec.
Salary: Minimum $79 765/year; maximum $109 680/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
RRSP: 6% employer's contribution
Group insurance;
Vacation: 30 days;
Statutory holidays: 20 days, including 10 days at Christmas.

Please send your resume before 5pm, January 8th 2024, to:

Human Resources Department
Kativik Regional Government
P.O. Box 9, Kuujjuaq QC J0M 1C0
Fax: 819-964-2975 ext 2289
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.