

Career Opportunity: Coordinator of Operations and Maintenance for Housing

repairing, and cleaning of the housing unit.

- Manage the employee's arrival routine following the occupancy of the housing units i.e., inventory of the movable assets, review of the state of the housing unit, and welcoming briefing to the new tenant.
- Work in collaboration with the Material Resources Technician under EEPF to ensure the transit units are maintained and replenished.
- Provide the Human Resources Department the housing annual report on the condition of the housing units and the housing movable assets.

Reporting Responsibilities

- Provide quarterly report on status of projects.

Managerial Responsibilities

- Act as the assistant to Manager of Operations and Maintenance and assist on the daily Operations and Maintenance of all the Cree Nation Government – Owned Building and Houses.
- Assist with development of team objectives, as well as individual objectives for direct reports by ensuring that performance is aligned with those objectives.
- Identify training needs, recommend solutions, and support training and development.
- Promote ongoing effective and open communication with employees. Keep staff members informed of decisions that impact them and/or their department.
- Supervise and lead direct reports.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Qualifications:

Education

- College Degree in Industrial Maintenance, Architecture, Civil Engineering, or related field.

Experience

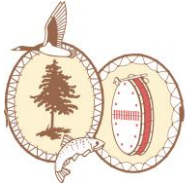
- Three to five years of relevant work experience.
- Experience in maintenance of public buildings and/or housing units.
- Experience in project management and operating a CMMS software.
- Experience with staff supervision.

Language

- Fluency in English and French.
- Fluency in verbal Cree is an asset.

Knowledge and Abilities

- Strong knowledge of occupational hazards' safety rules.
- Knowledge of CMMS software.



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- Customer-focused and service-oriented.
- Proven success in maintaining strong communication, including the ability to facilitate effectively.
- Proven ability to be discreet and maintain confidentiality.
- Strong organizational skills and the ability to coordinate multiple projects.
- Proven ability to demonstrate strong judgment in complex situations.
- Proven ability to problem-solve, to think strategically, and to take initiative.
- Demonstrated ability to work under significant pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Willingness to work in both an office and outside setting, including exposure to extreme weather conditions, work near moving mechanical parts, and uneven terrain of construction sites.
- Willingness to travel frequently.
- Must agree to undergo a background check.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From January 25, 2022 to February 9, 2022

Application

Your application must be sent by email or fax with the competition number: **CWSD-220104-1**

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