



## **CREE NATION OF CHISASIBI**

P.O. Box 150

Chisasibi, Quebec J0M 1E0

Tel.: (819) 855-2878 Fax: (819) 855-2875

# **JOB OPPORTUNITY**

**TITLE:** PUBLIC BUILDING MAINTENANCE SUPERVISOR

**DEPARTMENT:** PUBLIC WORKS

**LOCATION:** CREE NATION OF CHISASIBI

**CORE FUNCTION:** Under the direction and supervision of the Director of Public Works, the Public Building Maintenance Supervisor is responsible for coordinating and managing maintenance of Public Buildings owned and operated by Cree Nation of Chisasibi.

The Public Building Maintenance Supervisor's main duties will be to prepare maintenance programs for employees who are responsible for maintenance in their designated fields.

**CNC Buildings to be maintained:** Airport terminal and Shelter, Youth Center, Municipal Garage, Swimming Pool, Mitchuap, Arena, Water intake and Water Reservoir (pump house), Administrative Building, Field Office, Warehouse(s), Main Pumping Station, Wastewater Treatment Plant, Wastewater Lift Stations 1 to 8, Fire Hall, Carpentry Shop, Bus Shelter, Dog Pound, Cultural Center and other future CNC Buildings.

### **DUTIES AND RESPONSIBILITIES:**

- In collaboration with staff and director, to update and/or develop a preventative maintenance program for each building including plumbing, electrical work, propane, ventilation, other maintenance requirements;
- Monitor the activities of each building and be present when work is being conducted;
- Identify and implement relevant training programs for staff within their field;
- Knowledge of relevant laws, regulations and building codes;



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- Will have to supervise public buildings staff such as; electricians, plumbers, carpenters & etc.
- Will be involved of critical stages planning new CNC buildings;
- Conduct periodic inspections of buildings for any structural, interior, exterior or other damage(s) and prepare a report of the findings;
- Repair all damages in a prompt manner;
- Contact relevant specialists for certain requirements;
- Ensure annual inspections of the fire alarm, sprinkler, elevator, ventilation systems for each building;
- Ensure all buildings are equipped with the necessary safety devices, safety and general signs, and equipment;
- Ensure good communication with staff, clients, colleagues, suppliers and managers of buildings;
- Will order all relevant parts for buildings;
- Maintain an inventory of material and supplies for each building;
- Conduct periodic meetings with staff;
- Must attend department meetings;
- Must attend relevant trainings;
- Submit monthly reports;
- Develop a better work order system;
- Might be asked to go and work at other buildings not owned by the CNC, for example: schools, hospital, Daycare, Commercial Center;
- Must respond to managers about confirming request for work orders;
- Must communicate with managers;
- Ensure that all physical and visible damage is taken care of; immediately such as graffiti, this includes interior/exterior grounds fences. Exterior: lights parking lots;
- Supervise the work of contractors to make sure job is done according to our requests;



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- When needed, must be able to assist in some of the light tasks such as painting, plumbing, others;
- Respond to emergency calls in a prompt and timely manner;
- Develop an on-call schedule to make sure that someone is always available;
- Ensure staff are available at all times, find replacements when necessary;
- Must be able to forecast budgetary requirement;
- Create or implement a CMMS computer management system;
- Perform tasks as assigned by the supervisor;

### **EMPLOYMENT REQUIREMENTS:**

- Must have at least 5-years of managerial experience;
- College or University in building administration project management or related field;
- Ability to forecast future requirements;
- Must have excellent knowledge in safety practices;
- Advanced in computer knowledge in; Excel, Word & AutoCAD and other related software program;
- Must have Secondary Five Diploma;
- Training in related fields;
- Must have good problem solving skills and dependable;
- Ability to work under stress;
- Must be in good general physical condition;
- Must have a valid driver's license;
- Must have good writing skills;
- Must not be scared of heights, or confined space;



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### **EMPLOYMENT CONDITIONS:**

- Salary Range: Minimum \$30.00/hr to Maximum \$50.00/hr.
- Willing to work nights, weekends, holidays and be on-call.
- Full time position
- Special Benefit Allowance

**Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:**

Barbara Spencer  
Director of Human Resources  
Cree Nation of Chisasibi  
P.O. Box 150  
Chisasibi, Quebec  
J0M 1E0

**Or via email to: [jobposting@chisasibi.ca](mailto:jobposting@chisasibi.ca)**

**Posting Date:** May 3, 2022  
**End of Posting:** May 27, 2022 – **5:00 p.m.**

**\*Applications will not be accepted after 5 PM \***