

MAINTENANCE COORDINATOR

Department: Affairs

Term: Permanent Full-Time

Community: Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet) or Happy Valley-Goose Bay

Closing: April 11, 2025

Responsibilities:

- Provide administrative and day to day management support to Maintenance Manager.
- Oversee, plan and coordinate activities of maintenance and related assigned personnel for all Nunatsiavut Communities.
- Supervision of maintenance workers, including but not limited to:
 - » Creating team schedules and delegating tasks to ensure proper workflow.
 - » Continuously monitoring employee performance and identifying areas of improvement.
 - » Support Maintenance Manager with performance Management including complete probationary and annual performance reviews.
- Manage all maintenance CMMS tickets with the support of Maintenance staff for all Nunatsiavut Communities
- Manage new purchases for maintenance parts and equipment
- Maintain and manage physical asset storage and storage site inventory
- Assist management to develop and evaluate plans for facilities executed by vendors
- Inspect entire buildings to identify general corrective maintenance as necessary for maintenance and operation of various equipment, fixtures, etc

Qualifications:

- Diploma in business administration or a discipline related to facility operation or maintenance with 3-5 years of related experience. A combination of education and/or experience will be considered. Previous experience in building maintenance or other related fields.
- Ability to keep track of and report on activity.
- Experience in planning maintenance operations.
- Excellent leadership, communication and management skills.
- Outstanding organizational and leadership abilities.
- Develop and maintain strong relationships with staff members.
- Competent in problem solving, team building, planning and decision making.

Assets:

- Bilingual in Inuktitut and English

Responsibilities:

- Report deficiencies and recommend areas for improvement to management.
- Update and maintain record to track maintenance and repairs.
- Direct, support and manage any facilities emergencies.
- Ensure all inspection notices are up to date and posted in appropriate locations in facilities.
- Responsible for issuing purchase requests for all maintenance related expenses and forwarding purchase order on to vendor.
- Along with Maintenance Manager, monitor the Hippo maintenance ticketing system to ensure requests are completed in a timely manner and provide support where needed.
- Other duties as required.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

ÂKKISUIJINIK AULATSIIK

suliaKapvik: Aulatsivik

Kanga: SuliaKainnaluni Ilonnainik SitontiKalluni

Nani: Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet) or Happy Valley-Goose Bay

killilipvinga: Âprel 11, 2025

kamagijatsat:

- Aulatsijiugialik ullu tamâllu aulatsinimmik ikajugialik Âk-Kisuijinik AngajukKânganik.
- kamagialik, atuinnagutjigialik aulatsigialillu suliangugialinnik âkKisuijunik tamakkuningagalallu suliaKajunik ilonnaini Nunatsiavummi Nunalinginni.
- Aulatsiji kamagialik ukuninga sulianguninginni, tâkkuningatu-innaulungitogaluak:
 - » Atuinnagutjigialik suliaKaKatiget sitontinginnik Kaujitsigialillu sunaligigiaKammangâta suliaKatsiagasuamut.
 - » kamatsainagialik suliaKausinik Kanullu piusiumigajanninginnik.
 - » Ikajugialik ÂkKisuijet AngajukKânganik suliaKattuKatillugu ilautillugit suliaKagiasitainnatut kamagijaunningit jârimillu suliagisimajangit Kimiggusiallugit.
- Aulatsigialik ilonnainik Kinuangujunik Kagitaujattigut suliatsaugajattut ikajuttiKalluni ÂkKisuijet suliaKattginginnik ilonnaini Nunatsiavummi Nunalinginni.
- kamagialik nutânik pisiatsanik âkKisuinnimi tautsijaugialet atugatsailu.
- ÂkKisuigialik kamallunilu piKutinik piulimatsivimmik pitanginilu allasimagialik.
- Ikajugialik aulatsijimik sakKititsigiamik Kimiggugiamillu atuinnatijaumajunik inigijaujunik kamagijautillugit aullaikatattinut.
- Kimiggusiagialik ilonnanginnik pitaKautinik Kaujisagasuamut sunat âkKigiattaugsuamangâta atugatsaugajattunik ingigautet, sanautet, taimaittugalait.
- Kaujitsigialik pitâgiaKannimik sunanik piunitsautitaugajattunik KaujitsiKattagialik aulatsijimut.

Ilisimausigigialingit:

- NalunaikkutaKagialik Aulatsijiugiamut, Aulatsisiasongialik ilonnâgut ikajotaugutinik, 5-nik 10-nut jârinik suliaKasimajutsak atjigalanginnik tamatsumaup suliatsaup. Atullagiusok ilinniasimanninga ammalu/upvalu suliaKasimanninga kamagijaugajammijut.
- Kaujimatsajutsak niuvinniagutinik pikatausinik maligatsanillu.
- Satusaigunnajutsak, uKâlaKatiKatsiasongujutsak, inoKutiKatsiagunnalunilu.
- Nalunangitullagigialik angajukKausonguninga suliatsaliginunik, sivullituaugialinnik tapvainallagik.
- Kimiggusiasongujutsak nautsitutsiasongullunilu.
- SuliaKasimajutsak kavamani nunalinnilonnet ikajotaullagisok.

Suliatsatâgutaugunnatut:

- Kaujimatsianik nunaKakKâsimajuit niuvinniagutingita maligatsanginnik pikatausinginnilu.
- SuliaKasimajutsak tungaviligijiugiamik nunalet piKutinginnik suaKasimalluni.
- Kaujimajutsak Nunatsiavummi nunanganik atjiulagingitunillu pivitsausiaKattangittunik.
- UKâlasongulluni allasongullunilu Inuttitut Kablunâtitullu.

kamagijatsat:

- Allasimagialik âkKigiataujuKatuappat âkKisuttaujunillu.
- Aulatsijiugialik, ikajuttiugialik angajukKângugialillu tuaviutjau-gialinnik.
- Kimiggutaugutet allatausimatsainagialet ilijauKattalutillu inigtsiatanginnut suliaKapvini.
- kamajiugialik pisiatsanik Kinuangujunik ilonnainut âkKisugat-sait akinginnik sivumuattisiKattalunilu pisiniagutitsani aullaikatattinut.
- Tamammik ÂkKisuijet AngajukKângalu, kamatsiagialek Kinuagijaujut pijagettausianingit tapvainagalak ikajullugillu ikajuttaugiaKappata.
- Asingillu suliatat pikKujauguni.

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni.
- Namutuinnak aigalannimut IkajuttaugutiKalluni.
- Labradorimi IkajuttaugutiKalluni.
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinimmi amma kigutiligijaunnimi.
- katingautik utittitaugutik InutuKaunimmut.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKa-tigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatasiugutimillonnet ottugannimi.