

MAINTENANCE WORKER

Department: Affairs

Term: Permanent Full-Time

Community: Happy Valley-Goose Bay

Closing: August 18, 2026

Responsibilities:

- Perform light routine maintenance and minor repairs to buildings, properties, machinery and equipment, including painting and basic carpentry work.
- Conduct regular and routine walk around (both inside and out) of buildings and properties and reports any deficiencies to the Maintenance Coordinator in writing (including pictures). The walk around should include a check of various items but not limited to building lighting systems interior and exterior, roofing, siding, windows, washroom facilities, fire extinguishers, security systems, smoke alarms, air exchangers/handlers, fans, and heaters.
- Buildings that would fall under the jurisdiction include but not limited to:
 - » 460 Hamilton River Road (Former TRHA Office)
 - » 39 Tenth Street
- Responsible for the opening of office buildings and for doing a general security check (inside and out) to ensure the safety and security of the building.
- Address and identify special problems that might arise from time to time like clogged toilets, leaky faucets, bulb replacements, broken stall doors, or other maintenance requirements;
- Ensure fire protection (smoke alarms, fire extinguishers) equipment is properly maintained and up to date.
- Maintain the exterior of buildings by tidying grounds to ensure a safe, clean, and welcoming environment.
- Assist with snow clearing and ice control during winter months to ensure safe access to buildings.
- Support grass cutting and general grounds maintenance during the summer season.
- Assist the maintenance team with picking up supplies as needed and coordinating delivery to appropriate locations.
- Arrange and transport supplies to the dock or Air Borealis cargo for shipment.
- Assist with the pickup and delivery of vehicles, including transporting vehicles to and from the dock when being sent out for servicing at local garages.
- Perform routine maintenance and minor repairs to buildings and facilities including but not limited to carpentry and painting.
- Assist Nunatsiavut Affairs Management team and with coordinating major maintenance and repairs as required to buildings and associated properties as deemed necessary.
- Deal with contractors and service specialists on an "on call" emergency basis who are there to carry out any specialized requested work outside of normal NG operating hours as needed. i.e. Water freeze ups, etc.
- Immediately respond to calls for emergency repairs of equipment and events such as power outages, which may jeopardize the integrity, and safe operation of mechanical equipment.
- Advise the Maintenance coordinator of required major repairs or replacements.
- Ensure the safety, protection of buildings and its tenants including ensuring doorways, windows and vents are not blocked (free of snow and ice), that buildings and facilities are locked and secured when not in use.
- Respond to pressing needs and emergencies such as break in and damages to Nunatsiavut Government buildings, properties, vehicles and equipment.
- Generally responsible for the alignment and coordination of parking outside the office buildings and ensures the parking lot is properly maintained for use by various user groups.
- Assist in preparing preventative maintenance schedules and maintain building maintenance logs and records.

Responsibilities:

- Complete assigned work order requests and update work order status where necessary. Communicating with vendors/landlords in properties not NG owned for updating of work requests and following up to ensure completion of requests specific to leased properties. Includes reviewing work order status on Nunatsiavut Government CMMS (computerized maintenance management system) Click Maintenance through an online log in account.
- Operate all equipment in a safe and efficient manner according to all relevant legislation, policies and procedures. Including routine “walk around” inspections of NG owned vehicles.
- Completes and submits regular safety/maintenance checks and reports, including seasonal odometer reading to Maintenance Coordinator.
- Maintain delivery logs and records. Includes collecting all packing slips and invoices to forward them onto the Property Manager.
- Participate in training, departmental meetings, and OHS meetings when required.
- Responsible for identifying inventory and supplies required for building maintenance and for ensuring that all necessary inventory and supplies are on site to accommodate regular maintenance.
- Ensure storage areas are organized and accessible. Items in storage are to be kept safe, secure, and an inventory list is to be maintained for each storage area.
- Wears proper protective clothing, safety helmets, protective gloves, goggles, vests, boots, and other safety equipment as may be required.
- Practices safe work standards and reports incidents and near misses in accordance with NG safety and reporting procedures to help encourage a culture of workplace safety.
- Travel to Nunatsiavut communities as required to provide coverage and assistance as needed.
- Perform other related duties.

Qualifications:

- Class 5 Drivers License.
- 3-5 years maintenance related experience.
- Basic computer skills.
- Good written and oral communication skills.
- Ability to work with minimal supervision.

Assets:

- Skills trade certification(s).
- Knowledge of electrical, mechanical, plumbing, carpentry trades and various heating systems.
- Knowledge of work order systems.
- Bilingual in Inuktitut and English.

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.

ILLULIGIJET ÂKKISUIJUTSAK SANAJILLU

SuliaKapvinga: Aulatsivik

SuliaKautigigialingit: SuliaKainnaluni Ilonnainik SitontiKalluni

Nani: Happy Valley-Goose Bay-imi

killilipvinga: Auggos 18, 2026

kamagijatsat:

- Suliagialik ilusitut suliagijauKattatut amma âkKisigiatlutilu suliaKapvinganit, piKutigijaujungit, ingiggautinik ingiggauti-jangillu, ilaKasiutillugit mingugiamik sanagiamillu.
- kamagialik ilusitigut takutsaKammangât âkKisuigialinnik (tamâgik iluani amma silami) suliaKapvigami amma piKu-tigijaujunik allausijatlutik suKusijaujut Sanagijik Angajuk-Kânganut (ilautigiaKajuk atjinguanik). kamannik Kanuittu-tuinnanik illusanik âkKisuinnimik ikumanik iluanimiutangit silamiutangillu, illop Kulângani ailagekkutingit, illop mappillitaujangit, igalângit, Kuigiattuvingit, ikuallagekkutet, paitsiutinik, isik Kaujisautingit, annugâgutingit kiappalup-pâtailigasuumut/kamajet, anugitâgutingit, kiappalotingillu.
- SuliaKapvigijangit malittaugialik atâgut atuKatigiKattatangit tâkkuningatuinnalungitogaluak:
 - » 460 Hamilton River AkKutingani (TRHA SuliaKapvi-ulautoff)
 - » 39 Tenth AkKutingani
- AmmakKattaluni suliaKapvinginnik amma ilonnainut pait-siutillugu (iluanimiutangit silamiutangillu) pilukattailigiamik paitsialugillu suliaKapvigami.
- kamasonguluni nalunaitsilunilu apomattisigajattunik ilan-gani sollu matujausimajunik Kuigiattuvet, kusigajappata maggaligipvet, ikumanik asitâttaugialinnik, sukkusimajut ukkuat, upvalu asingit suliagijaugilinnik;
- Ikuallatillinginnik (isik Kaujisautingit, ikuallagekkutet) kamagijautsiagialet atuttausiasongumangânnilu.
- SuKutitsitailiKattaluni silamiutangit suliaKapvini salum-masaiKattaluni Kanuittailitsigatik, salumalluni, amma tujummittitsitailigatik.
- IkajuKattaluni aputaigiamut sikuijagiamullu ukiukkut Kanuittailitigasuallutik suliaKapvinitut.
- kitjaiKattaluni ivitsukanik nunannilu suKusittailitsiluni aujami.
- IkajuKattaluni suKusittailitsigasugiamut suliaKatittinik aitsiKattaluni pigumajaujunik aulatsilunilu âkKaigiamut aivigigialinginnut.
- ÂkKisuiKattaluni atjaKattalunilu tikitaumajunik itsavimmut upvalu mipvimut aullatitaugialinnik.
- AitsiKattaluni âkKaiKattalunilu motakânnik, ilaKasiutjilu-git atjaluni itsavimmut itsavimmit aullatitaugiaKalippata âkKisuttaugiattutillugit motakâpvinut.
- Suliagialik ilusitut suliagijauKattatut amma âkKisigiatlutillu suliaKapvijangit illugasangillu suliagijaungikuni pitsakittun-inganik sanagialinnik amma mingugiamik.
- IkajuKattaluni Nunatsiavut Aulataugutinginnut AngajukKâp suliaKattiginnik aulatsigiamut pitsakiluatlaningit sanagia-Kajanginnik pigijaugialinnik suliaKanginnut katitjiKatigenni-up piKutigijaujungillu pigiaKajuKappat.
- SuliaKatiKaKattaluni sanajunik ikajusiujunillu kamajinik "KaikKujauguni" tapvainak suliaKattet kamasongumata suliagijautsanginnik silatâni Nk sitontinginni sollu imaup kopvingit KuajuKagajappat, asigiallanginnilu.
- Mânnakulunik kiugiaKajuk tuavittukojunik âkKigialinnik ingiggautijanik amma sulijamik Kamittitauguni, Kuatsânat-tugalait suKusiniangimat, ingiggautijanik pitsatuningattaili-giamik iggavilingit.
- UKautigialik Sanagialik aulatsijinganik pitsakiluatlaningit sanagiaKajanginnik amma tautsegiaKajangit.
- Pilukattailigiamik amma siKumitsisimagani suliaKapvigi-jangit atuttaujunullu amma ukkuangit, igalângit amma anitsâvingit matujausimangitut (aputimmut sikugalannilu), palangaittaugialik suliaKapvet amma illugasangit atut-taungikuni.
- kiuKattaluni pigumajaujunik tuavittukojunillu sollu itâtta-Kagajappat sukkuijuKagajappalu Nunatsiavut kavamaup suliaKapvinginnik, piKutigijaujunik, motakânginnik ingig-gautigijanginnilu.
- kamaKattaluni motakât nalâgoKatigetsiamangâta au-latsiKattalunilu motakânut nukKanganninginnik silatâni suliaKapvini kamatsiaKattalunilu motakânut nukKangapv-inga atutsainammangâta atjigengitunut atuKattatunut.
- IkajuKattaluni atuinaguttigiamut sujugekkusijaugialinnut âkKisugiattaugialet kamagijauvisanginnik tigumiallunilu illuit âkKisuttaugutinginnik allatausimagialinnik.

kamagijatsat:

- Pijagelluni suligijautsanginnik kiugijatsangit allalutik nanituinnaujunik. KaujimaKatiKallutik pitâpviugunnatunuk/illunuk attatutautitsijunik piKutigijaujunik Nk-kunut suligijautsanginnut amma nalautsitillugit malillugit pijagettausimajunik suligijautsanginnik attatotausimajut piKutigijaujunik. Ilauttigialik Kimuggugialinganik suliaKausigijangit pimmangât Nunatsiavut kavamangani CCMS (Kagitaujaligijunik sanagialingit aulatsisinninga âkK-iutilitinga) Kagitaujakkut Kimiggugatsanik namminiKajunik.
- AulatsiKattaluni ingiggautinginnik Kanuittailigatit atuniKat-sialutillu uKausingitigut maligatsangitigut, maligatsalian-gitigut piusitsagijaujutigullu. IlaKasiutillugit "kamagiamik takutsaKammangât" âkKisugialinnik Nk motakânginnik.
- Pijagelluni tunitjiKattalunilu pilukattailinningit/siKumitsi-simagani kamausiujunik Kaujitsiutinillu, Kangaulimmalu motakâni nomarangit Katsimemmangâta Kaujitillugit Illuligijet âkKisuijutsak Sanajillu Aulatsijinganut.
- âkKaisongugialet allatausimajut nipiliuttausimajullu. TigusiKattaluni pottausimajunut alakasâjalimât akilittau-simajunik akilittaugialinnilu tunitjilugit PiKutigijaujunut AngajukKânganut.
- IlinniaKatauKattaluni, suliaKapvinut katimalippata, amma OHS-ikut katimalippata pigiaKaliguni.
- kamatsiaKattaluni kititsinimmik atuttaugialinnulu pigu-majaujunik illuit âkKusuttaugutinginnut kamagiamillu ilonngangit kititsitaugialet atuttaugialellu pitaKammangât âkKisuttaugialinnut.
- kamatsiaKattaluni piulimatsivet âkKisutsiasimammangâta aitsiviutsiagunnamangâtalulu. PiKutet piulimatsisimatsia-gialet, kamagitsialugillu, amma kamatsiagialik atuttaunin-git kamagijaunngillu piulimatsivinni.
- Annugâtsimatsiagialik, pilukattailiutinik, sollu sitijunik na-sakkagiaKalluni, aggajânik, iggânik, annikittumik, kaminnik, asinginnilu ulugianattusiutinik pigijaugialinnik.
- PitsiaKattaluni Kanuittailinnimik KaujitsiKattalunilu su-galanniKattuKappat amma annaitaujuKappalu malitsiaKul-lugit Nk-ip pilukattailiugutinginnik Kaujitsiutinimmut piusitsagijaujunik pikKujitsiagasuallugit ilukKusiligijinim-mut Kanuittailinitsanginnik suliaKapvini.
- AiKattaluni Nunatsiavut nunanginnut aullagiaKaliguni ikajusonguluni suliaKagiattugunnangitunuk.
- Asigiallanilu pivitsaKalunnilu atjinginnik suliatasaKalluni.

Ilisimausigigialingit:

- Motakâttiugiamik nalunaikkutaKalluni pitsatunuk 5 laisinsimik.
- Pingasunit tallimanillonet jârinik suliaKausiKagialik sanagijagalannik.
- Kagitaujakkosok.
- Allasiasonguluni uKâlaKatiKatsiasongulunilu.
- SuliaKasonguluni kamagijaugiaKalugani.

Atuvalligajattut:

- Ilusitut suliaKagalagiamik nalunaikkutaKaguni.
- Kaujimaguni KuatsaanattukoKattajut, iggaviKajunik, imak amma asingit kajusiutinganik, Kijunnik suliaKausijaKattaguni amma kiappaluttaillitlinga Kaujimaguni.
- Kaujimaguni suliaKausijagalangit pigiaKanninginnik.
- Inuttut Kallunâtutillu uKâlasonguluni.

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni.
- Namutuinnak aigalannimut IkajuttaugutiKalluni.
- Labradorimi IkajuttaugutiKalluni.
- katingautik Insurins-siKalluni ilagijautillugu inositsiagitton-immi amma kigutiligijaunni.
- katingautik utittitaugutik InutuKaunimmut.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullugani.

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