



Ilisaqsivik is an Inuit organization with the goal to strengthen and rebuild our communities and our futures. We run an unprecedented number and range of programs with a common thread—increasing wellbeing and personal potential for Inuit across Nunavut. We strive to be one of the best employers in the circumpolar region. We offer our employees opportunities to grow and create a positive and safe workspace along with great benefits, a Group Retirement Savings Plan and flexibility with vacation, plus additional paid time off. We are expanding and looking for individuals that interested in becoming part of a team that cares for our community.

Job Opportunity Maintenance Manager

Job Summary:

Reporting to the Director of Operations, the Maintenance Manager is responsible for performing maintenance and repairs related to buildings, property and equipment, in numerous areas such as: electrical, plumbing, painting, construction, and property-grounds. This includes Ilisaqsivik Society, Ilisaqsivik Houses, Ittaq, Naujaaraaluit Hotel and Sigjaq Hotel and may occasionally be requested to perform work on other local buildings.

Duties and Responsibilities:

- Supervising the Maintenance Assistant(s)
- Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment and property. Ensures building and equipment meet all safety, security and fire regulations and policies. Carries out regular inspections to determine functionality, and areas that need attention, such as fire and carbon monoxide alarms, sensors, emergency hallway lights, air supply systems, etc. Replaces door locks, keys, hinges. Disinfects and cleans tools after use, to prevent spreading of mold and viruses.
- Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs, such as repairing furniture, constructing shelves, repairing basic appliances, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, removing and installing insulation, maintaining furnaces. Checks and repairs toilets, sewage tanks, vents and pipes. Checks, repairs and cleans water tanks, fan systems, showers, sinks, faucets and pipes. Cleans the area, when pipes break. Checks control panels and electrical wiring to identify issues. Installs and replaces lights, fixtures, switches, plug-ins, vacuum plugs. Checks for mold, and if found, cleans, removes and replaces the affected materials (wood, insulation). Check heating systems, thermostats and change valves.
- MORE INFORMATION ON THE JOB DESCRIPTION

Salary & Benefits:

- PERMANENT position; Salary to be advised based on experience
- Eligible for benefits and Group Retirement Savings Plan with 5% matching from Ilisaqsivik
- Vacation, plus 3 weeks Paid Time Off; paid sick leave, paid personal days and a discretionary day off

Successful candidate will be required to live and work in Clyde River. Housing is not provided.

Please submit your resume and cover letter in either Inuktitut or English by sending to stephanie.tigullaraq@ilisaqsivik.ca. Your cover letter should explain the reasons why you feel that you are qualified for this position.

