

# **MAINTENANCE MANAGER**

**Kikitak Housing Association**

**GJOA HAVEN, NUNAVUT**

**(2 year term with renewal option)**

The Kikitak Housing Association (KHA) has a challenging opportunity for an individual with exceptional technical, communication and leadership skills. Your role as the KHA Maintenance Manager includes leading a team of 8 to 20 workers to perform the overall maintenance, preventative maintenance and renovations of approximately 236 units in public housing, and staff housing.

To be selected for an interview, you should have post-secondary education in a related field such as engineering, technology or a trade. The appropriate candidate will have at least 5 years' experience in a managing/supervising role within the construction industry. This position reports to the Housing Manager and also receives support from the Nunavut Housing Corporation Kitikmeot District Office. You should be motivated and be able to take initiative to tackle a heavy demand of housing maintenance work.

## **Knowledge and Experience of:**

- Project budgeting and cost control
- Maintenance management software
- Inventory management and logistics
- Contract administration and project management

## **Ability to:**

- Supervise maintenance staff, assess training needs, and mentor
- Identify methods to reduce the amount of on-demand maintenance calls
- Interact with Tenants and other interest groups on a day-to-day basis
- Keep proper records of all maintenance activities and contracts and provide reporting as requested to NHC District office staff
- Ensure KHA property and structures are maintained at an optimum level
- Speak Inuktitut is considered to be an asset

## **Details of this position:**

- Is a non-unionized position
- A Criminal Record Check will be required for this position
- Starting salary of \$98,342
- Northern Travel Allowance of \$26,345
- Pension and insurance benefits
- Subsidized Housing is available
- Relocation and removal assistance
- Valid Class 5 Driver's Licence

**A detailed job description for this position is available at the address below.**

**Micheal Dawodu**

**Kikitak Housing Association, Housing Manager**

**P.O. Box 219**

**Gjoa Haven, Nunavut X0B 1J0**

**Phone: (867) 360-6927 Fax: (867) 360-7090**

**Email: micheal.dawodu@nunavuthousing.ca**

**Closing Date: Sunday, September 15, 2019  
at 5:00 PM (MST) Gjoa Haven Local Time**