

Full Job Description

POSITION TITLE	School Operations & Maintenance Manager <i>Education Facilities Circuit Rider Training Program (EFCRTP)</i>
ORGANIZATION	Windigo First Nations Council
DEPARTMENT	Technical Unit
SUPERVISOR	Technical Unit Manager
RATE OF PAY	Commensurate of experience and qualifications This is a contract position ending March 31, 2021, there is potential for extension of the program based on funding availability.
LOCATION	160 Alcona Dr. Sioux Lookout, Ontario P8T 1B3

GENERAL DUTIES:

The School Operations & Maintenance Manager (SOMM) reports to the Technical Unit Manager. This position will provide assistance to the Windigo First Nations Council (WFNC) communities to utilize the full service life of the education assets and avoid interruptions of use of the buildings due to preventative maintenance issues. The primary duties will include training community building operators to effectively operate & maintain the buildings and the implementation of an operations and maintenance database.

RESPONSIBILITIES:

- Work with each FN to implement an Operations & Maintenance Database and a Maintenance Management System for the education facilities.
- Develop site specific training plans for each FN Trainee.
- Create and deliver training programs to the First Nation (FN) community building operators.
- Assistance with community building operators on planning and coordination of outside training.
- Provide year-round telephone and internet support. The EFCRTP will be accessible during business hours.
- SOMM to complete necessary training to ensure a broad scope of knowledge and skills to assist the FN community building operators and support the EFCRTP. Approval of training by Technical Unit Manager.
- Maintain and track costs associated with EFCRTP program.
- Produce an overall annual work plan for submission to ISC.
- Produce a detailed workplan including scheduling for planned training and visits to each FN.
- Complete quarterly visits to each of the Windigo communities (at a minimum) to assist with the O&M Maintenance Management System and deliver training to the community building operators.
- Produce a maintenance schedule based on the O&M Maintenance Management System.
- Produce quarterly reports for submission to Technical Unit Manager including the following; pre & post site reports, training plans, learning plan report, financial reporting.
- Liaise between First Nation (client) and contracted professional service providers.
- Conduct preliminary surveying and field inspections including data collection.
- Make recommendations to improve operations and maintenance policies, procedures and practices.
- Review plans and specifications for repairs and upgrades.
- Assist in the day to day operations and procedures of the technical department.
- Assist technical department in project overload and provide co-workers with support as required.
- Represent the Technical Unit at community meetings.
- Interface with outside delivery agents to accomplish and prepare submissions.

QUALIFICATIONS

- Post secondary degree or diploma in a discipline pertinent to the job function such as architectural technology, building science, Civil, Mechanical, Geotechnical, Environmental Sciences, or an equivalent combination of construction and HVAC education and experience.
- Experience in inspection, review and approval of construction as related to buildings is an asset.
- Thorough knowledge of the National Building codes, Ontario Building codes and Acts, etc.
- Ability to read and interpret plans, specifications, codes and by-laws.
- Ability to use office equipment (computer, plotter, printer, binding, scanner, etc.).
- Strong knowledge of computer programs (Word, Excel, Outlook, e-mail, Adobe Acrobat, AutoCAD, etc.).
- Familiarity with database production and management.
- Experience in office procedures and the use and operation of office equipment.
- Able to travel when required and possess a valid Driver's License.

ASSETS

- Registered or eligible for registration in Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.) or Professional Engineers Ontario (PEO).
- Experience in business planning and funding applications.
- Project budgeting and construction estimates.
- Strong organizational skills.
- Good problem solving and conflict resolution skills.
- Ability to communicate effectively.
- Ability to work unsupervised.
- Research skills.
- Must be a team-player.
- Understanding of Aboriginal Cultural Traditions and practices.
- Ability to communicate in Oji-Cree an asset.

Rate of pay will be commensurate with experience and qualifications. Comprehensive benefits package is available. The position will be reviewed after a 3-month probationary period.

Windigo First Nations Council would like to thank all applicants in advance. However, only those granted an interview will be contacted.

There is no deadline to apply. This position will remain open until filled. For more information, please contact jsalo@windigo.on.ca or call (807) 737-1585 for a complete job description, visit www.windigo.on.ca/careers

For additional information regarding Windigo First Nations Council please visit our website at www.windigo.on.ca