



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: Building and Property Maintenance Supervisor

Posting Type: Internal/External

Program: Housing and Band Property Maintenance

Location: Administration Building, Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Permanent Position

Posting Closes/Deadline: July 10, 2022, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: Pay Grade Level E (\$66,955.20 ~ \$72,363.20)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Building and Property Maintenance Supervisor is directly responsible and accountable to the Director of Housing and BPM to ensure the health and safety of the staff and the public through the provision of guidance and expertise for the development and preventative maintenance of Band owned Commercial and Public Buildings, Property Maintenance and all related equipment; overseeing, and coordinating the work of contractors and service providers; maintaining and monitoring a related Operating & Maintenance budget; organizing & supervising the property maintenance crew, the custodial staff, and the Elders Lodge Superintendent, and working in co-operation with the Director of Housing and BPM and staff to ensure the security, safety and maintenance of the facility and grounds.

Reporting:

This position will report to the Director of Housing and Band Property Maintenance. This position will have direct reports.

Summary of Main Responsibilities:

- ☞ Providing advice on construction projects
- ☞ Liaising with external and internal parties, including consultants, contractors, clients, funding agencies, etc.
- ☞ Identifying project related labour and material requirements
- ☞ Following established protocols on procurement procedures
- ☞ Managing approved operation and maintenance budgets
- ☞ Organizing, supervising, leading, and managing custodial staff and other staff as required
- ☞ Leading a health and safety culture

Requirements:

- ☞ Post-Secondary Diploma in Civil Engineering, Business Administration, Property or Facility Management or another relevant diploma;
- ☞ Minimum two years' relevant experience, including experience supervising and directing contractors and staff; or
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Experience in a First Nations setting preferred
- ☞ Must provide a clear CPIC and VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

Knowledge, Skills, and Abilities:

- ☞ Technical knowledge of construction legislation, including safety legislation (i.e. Building Codes, Fire Codes and Canada Labour Code Part II Health and Safety)
- ☞ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ☞ Knowledge of computerized maintenance management software
- ☞ Knowledge of autocad an asset
- ☞ Ability to work as an individual and as part of a team
- ☞ Well developed interpersonal, public relations and relationship building skills
- ☞ Excellent organizational, time and file management skills
- ☞ Ability to work outdoors in all weather conditions
- ☞ Knowledge of legislation and government agencies an asset

Behavioural Competencies:

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Renee Brant at (telephone) 613-396-3424 or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*