



# 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](http://www.mbq-tmt.org)

## EMPLOYMENT OPPORTUNITY

**Position Title:** [Housing Maintenance Supervisor](#)

**Posting Type:** Internal/External

**Program/Department:** Band Property Maintenance

**Location:** Tyendinaga Mohawk Territory, ON

**Position Type:** Full Time

**Duration:** Term

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

**Tentative Interview Dates:** TBD

**Salary Range:** Level F (\$76,710.40 - \$83,345.60)

### **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.

### **JOB SUMMARY:**

Under the general supervision of the Sr. Manager, Housing and BPM, the Housing Maintenance Supervisor is responsible for supervising and planning the work performed by the skilled trades team performing one or more of the building electrical, painting, or carpentry.

Assigns, oversees, and coordinates the work of the various trade crews, providing guidance and expertise for the development and maintenance of the Band owned residential housing stock.

- Supervises and participates in the modification of existing structures or installation of new structures, repair and maintenance/preventative maintenance of building systems, fixtures and equipment
- Coordinate, schedule and prepare vacant apartments for move-in
- Oversee contractors and service providers
- Identify project related labour and material requirements
- Follows established procurement procedures: RFP's, Quotes, builds estimations, drafts bids and tender
- Manages supplies and maintenance budget
- Organizes, supervises, & schedules maintenance activities for apartment/housing units and maintenance staff
- Coordinates and approves staff work/workload and vacation schedules and other absences, and timesheets
- Conducts performance evaluations and schedules monthly meetings with support staff under his/her responsibility
- Leads health & safety culture

### **Essential Qualifications:**

- Journeyperson Certificate in an applicable trade OR an equivalent combination of technical training and experience in administration or maintenance.
- 3-5 years' experience with Housing Maintenance & construction, Property/Project Management, or other related experience.
- Previous experience working in the construction/maintenance field would be an asset.
- Have a clear vulnerable sector check
- Possess a valid G driver license, a clear driver abstract, vehicle insurance & reliable vehicle

### **Skills, Abilities and Knowledge:**

- Technical knowledge of construction procedures, legislation, including safety legislation e.g. Building Codes, Fire Codes, and Occupational Health Safety.
- Knowledge of the principals of project management, and the ability to co-ordinate a range of related work or project activities
- Knowledge of Microsoft Office Products and ability to operate a computer to access databases and prepare documents.
- Knowledge of the organizations structure and policies, and ability to follow guidelines and procedures
- Ability to lead and manage Trade crews, troubleshoot operational problems, and operate various types of precision tools
- Demonstrate strong customer service focus, and good problem-solving skills
- Ability to work flexibly to meet operational needs, and participation in on call rotation schedule
- Ability to balance competing needs and interests, and work collaboratively as part of a team
- Ability to work outdoors in all weather conditions

### **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  
24 Meadow Drive  
Deseronto, ON K0K 1X0  
ATTN: Careers

By Fax: 613-396-3627

By Email: [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org)

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424 (telephone) or (email) [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org)

To find out more about Mohawks of the Bay of Quinte, please visit our website at [www.mbq-tmt.org](http://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*