



**JOB POSTING
BUILDING MAINTENANCE MANAGER
FULL TIME INDEFINITE HIRE
ADMINISTRATION
DEPARTMENT OF INFRASTRUCTURE HOUSING & ENVIRONMENT**

**SALARY LEVEL: MG07 ST 3 \$74,649.50 ANNUALLY
DEADLINE TO APPLY: APRIL 22, 2024 BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Director of Department of Infrastructure Housing & Environment (DIHE), the incumbent is responsible for Supervising Head Caretaker and Caretakers for the upkeep and maintenance of all assigned assets defined and under the care of the Department of Infrastructure Housing & Environment.

QUALIFICATIONS:

- Certified in related trade;
- Diploma from two (2) year College program i.e.: civil engineering technician or similar or equivalent combination of education;
- Minimum five (5) years experience in various trade work or building systems maintenance field directly related to the position of which two (2) years experience in management/administration as well as direct supervision;
- Experience in but not limited to plumbing, air conditioning, electrical. Construction and heating systems.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0