



## Job Posting – Facility Maintenance Coordinator

### Who We Are

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan, and our traditional lands range over a large portion of Athabasca oil sands deposits. For nearly 30 years, Mikisew Group, our wholly owned business arm, has worked toward the long-term, sustainable economic progress of our Nation and its members through employment and significant investments in education, training, social programs and infrastructure.

We are currently looking to hire a Full Time **Facility Maintenance Coordinator**. This opportunity will be a full-time permanent position that ensures all equipment, machinery, small tools, building and grounds are maintained at all times.

### Who You Are

- Responsible for conducting routine housing inspections and ensuring the Unit is up to standard.
- Assist the Property Manager with project planning.
- Coordinate and track projects from beginning to end.
- Provide timely and accurate reporting and scope of work to Property Manager.
- Provide a detailed report to management with a list of possible housing/structural deficiencies and or concerns.
- Collecting data to communicate with manager on any urgent housing issues.
- Work in partnership with the Property Management maintenance team
- Must have the ability to provide thorough reports to identify the present physical condition of the units.
- Assist with the annual budgeting process.
- Maintain positive working relationships with tenants.
- Able to work in conjunction with the Technical Services Department to ensure projects are completed on a timely manner to Property Management standards.



## Qualifications

- A minimum High School diploma or GED is required.
- Minimum of 1-3 years of experience in a Construction and or Maintenance similar role.
- Knowledge of First Nations communities.
- Excellent reading, writing and communication skills.
- Basic computer skills is required
- Proven experience in building working relationships with First Nations communities and partners.

## Other Requirements

- Possess a valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to work after hours and/or weekends when required.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

Only those candidates selected for an interview will be contacted.

If you are interested, please email HR Consultant Betty Yirsaw at [betty@impacthr.ca](mailto:betty@impacthr.ca)

**Position will be posted until a suitable candidate is found.**