



**JOB POSTING
SENIOR FACILITIES MANAGER
MTIE BOARD OFFICE @ HAPPY VALLEY-GOOSE BAY, NL
FULL-TIME PERMANENT**

Reporting to the Chief Executive Officer, the goal of the Senior Facilities Manager (SFM) is to oversee the completion of a number of tasks that are outlined in a report for Sheshatshiu Innu School and Mushuau Innu Natuashish School, and to oversee the effective, safe maintenance of both Innu schools.

Key Responsibilities & Duties

Develop, implement and document a strategic capital workplan for both schools. Prepare and/or tender work for schools when needed. Work cooperatively and communicate with school facility managers. The SFM will oversee, coordinate and manage the following tasks related to the strategic work plan for both schools as indicated:

Sheshatshiu Innu School

- Architectural to include the building envelope, building interior, and room-by-room observations
- Mechanical systems to include plumbing system, heating system, ventilation system, HVAC control system, sprinkler system
- Electrical systems to include the service entrance & distribution, lighting, life safety, telecommunications, electric heat, miscellaneous

Mushuau Innu Natuashish School

- Architectural to include the building envelope, building interior, and room-by-room observations
- Mechanical systems to include plumbing system, heating system, ventilation system, HVAC control system, sprinkler system
- Electrical systems to include the service entrance & distribution, lighting, life safety, telecommunications, electric heat, miscellaneous

Qualifications*

The qualifications of the position require that the Senior Facilities Manager:

- Has five or more years of successful administrative experience in the facility maintenance field;
- Preferred candidates will possess a degree in facilities management, engineering or closely related field;
- Demonstrates a high level of effective leadership skills;
- Has experience analyzing problems and developing action plans;
- Must have positive interpersonal skills to work professionally with staff and have experience establishing effective and collaborative relationships with community members and other agencies;
- Must have excellent technical competencies in a variety of areas including use of technology, mathematics skills, writing and editing, organization, problem-solving, multi-tasking, and statistical record keeping;
- Is knowledgeable of principles and practices related to the management of maintenance, custodial, warehouse, and landscape activities;



**Mamu
Tshishkutamashutau
Innu Education**

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- Possesses hands-on experience with HVAC units, electrical, grounds care, buildings, custodial care, carpentry, playground equipment and safety, etc.;
- Has a working knowledge of all applicable OH&S, EPA, and provincial School Code regulations that apply to the district;
- Clear RCMP background check required;
- The SFM must possess a valid driver's license and be available on call twenty-four (24) hours a day, 7 days a week, 365 days a year.

Salary: Follow MTIE Salary Scale

Closing Date: Friday, 31 January, 2025

Competition Number: MTIE 012-2020

Please send resumé, references and quote competition number to:

Clarence Davis
Director of Programs, Director of Human Resources (Interim)
Mamu Tshishkutamashutau Innu Education
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*All applicants will be asked to submit a Provincial Court Check, Code of Conduct and Vulnerable Sector Check.