

MAINTENANCE WORKER-

NUNATSIAVUT HOUSING COMMISSION (HOPEDALE)



NUNATSIAVUT
kavamanga Government

Location:

Hopedale

Department:

Affairs

Term:

Permanent Full-Time

Closing Date:

13 February 2023

Responsibilities:

- Responding to general maintenance calls in units, from basic plumbing to electrical to carpentry;
- Providing an assessment to the Nunatsiavut Housing Commission if more support is required to respond to an issue;
- Ensuring the maintenance obligations of the NHC to our tenants are met in a timely manner;
- Filling out work orders and reports, documenting work completed, and ensuring NHC staff are up to date on work in the units;
- Liaising with suppliers, contractors, and staff to ensure necessary supplies and labour are available to complete repairs;
- Warehouse management, which includes keeping an accurate and up-to-date inventory of warehouse contents and ensuring the space is organized and well-maintained;
- Assisting in the turnover of vacant units, facilitating the movement of tenants between units (providing unit inspections with NHC checklists), and ensuring units are in working order before a move-in;
- Other duties as required.

Qualifications:

- College diploma or trades training in carpentry, electrical work, plumbing or a relevant field; and/or 5+ years of experience in maintenance and/or skilled trades
- Strong knowledge of housing infrastructure
- Ability to liaise with vendors, prepare reports and keep track of work
- Excellent communication and interpersonal skills
- Ability to develop and maintain strong relationships with tenants and clients of programs
- Competent in problem solving, planning and decision making

Assets:

- Bilingual in Inuktitut and English
- A Beneficiary of the Inuit Land Claims Agreement

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

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Kaujisallutit:

careersonline@nunatsiavut.com
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