



# KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

## CAREER OPPORTUNITY

<b>POSITION:</b>	<b>1 Building &amp; Maintenance Facilitator (Non-Union)</b>
<b>COMPETITION:</b>	19-28
<b>LOCATION:</b>	Timmins, ON
<b>STATUS:</b>	Full Time - 35 hours per week
<b>SALARY:</b>	\$57,195.00 to 73,759.00 per annum
<b>CLOSING DATE:</b>	March 19, 2019

**JOB SUMMARY:** Reporting to the Director of Finance & Administration, the Building & Maintenance Facilitator is responsible to perform, plans, directs, coordinates and controls all facility maintenance to ensure proper safety, sanitation and mechanical functions for all Kunuwanimano's facilities including grounds and equipment.

### Qualifications

#### **Education and Experience:**

- Background in Construction, electrical or mechanical engineering or Journeyman Certification
- A minimum of five (5) years' experience of facilities maintenance experience.
- Excellent analytical and reasoning skills, plus excellent organization skills required
- Excellent verbal and written communication skills

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

- Ability to effectively present information in one-on-one and small group situations to other employees of the organization
- Coordinate all maintenance work to properly maintain Kunuwanimano's facilities and grounds in all districts
- Evaluation maintenance requests, set priorities and process work assignments
- Establishes and maintains a reliable network of outside vendors and suppliers to ensure cost-effective and timely support of the maintenance functions
- Ability to organize and prioritize a variety of competing and urgent demands;
- Excellent planning, organizational, administrative and oral and written communication skills;
- Excellent analytical, problem solving, and decision making skills;
- Must produce a negative Criminal Record Check with Vulnerable Sector Screening
- Ability to speak a Native language will be considered an asset;
- Must be able to work under minimal supervision;
- Must possess a valid class 'G' driver's licence, have daily access to a reliable vehicle with a \$2 million rider liability insurance;
- Must be willing to travel and to work flexible hours.

Please refer to our website: [www.kunuwanimano.com/employment.htm](http://www.kunuwanimano.com/employment.htm), for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to [HR@kunuwanimano.com](mailto:HR@kunuwanimano.com), by fax to 705 268-9272 or by mail to:

Human Resources, Kunuwanimano Child & Family Services  
38 Pine Street North, Unit 120  
Timmins, Ontario, P4N 6K6

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

**Thank you for your interest in our Agency. Only those considered for an interview will be contacted.**