



32 Machishteweyaau Street
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

2nd Internal Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Building Mechanic Technician
Location: 31 George Cheezo Road, Nemaska, Quebec, J0Y3B0
Salary: (\$48,725 min. - \$73,087 max.) plus northern allowance
Closing Date: October 22, 2024
Employment Status: Permanent, subject to 3-month probation

Summary of Position:

The Building Mechanic Technician is responsible for maintaining in good condition all mechanical systems including Heating Ventilation and Air Conditioning (HVAC) of all the local administration facilities. The incumbent also provides support in the planning of preventive maintenance and carries out maintenance tasks tied to the building mechanics of the facilities.

Duties and Responsibilities

Maintenance and repair responsibilities

- Ensure the good working condition of all local administration building mechanic systems such as heating, ventilation and air conditioning (HVAC) for the pool, arena, and other municipal facilities.
- Perform any required maintenance, including corrective and preventive maintenances as required.
- Install, repair and clean the HVAC systems.
- Provide diagnosis of electrical and mechanical faults for HVAC systems and record the results of the diagnosis, as required.
- Monitor any known ongoing mechanical systems issue and enter them in daily logs.
- Track ongoing maintenance work and the progress status, reporting and recording them.
- Identify and record any inherent maintenance risks on equipment.
- Provide estimates of maintenance and mechanical system implementation costs, as required.

Communication and reporting responsibilities

- Communicate with supervisors, directors and other employees affected by maintenance operations.
- Record daily maintenance activity in the Computerize Maintenance System (CMMS).

Additional responsibilities:

- Maintain up-to-date knowledge and skills in area(s) of responsibility through conferences and training seminars.
- Assist team members when needed.
- Perform all additional duties as required.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- Some high school diploma equivalent, with a technical certification in building maintenance and/or equivalent years of relevant experience in building maintenance.
- Valid class 5 driver's license.

Experience:

- One (1) to three (3) years of experience in building mechanics maintenance roles.

Languages:

- Spoken fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities:

- Good organizational skills
- Ability to work autonomously
- Basic computer skills to perform record-keeping responsibilities.

Working Environments

The Building Mechanic Technician works at the various locations where the equipment and HVAC systems are located and is responsible for working from 9:00 a.m. to 5:00 p.m. With one hour off for lunch. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
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