



Facilities Manager (Full-time Permanent)

We're a charitable organization committed to providing healthy, safe and dignified housing solutions and supports to the community of Iqaluit, Nunavut. We offer high- and low-barrier shelter spaces, transitional housing, and affordable housing. Learn more about us here:

<https://uquutaq.org/>

Due to the high demand for our services and for the expertise of our exceptional team, we're growing, and currently searching for a **Facilities Manager** to support the day-to-day facility operations of our organization. This position will be responsible for all Uquutaq's leased and owned assets, including property, vehicles and associated equipment.

This is an outstanding opportunity to embark on a personal and professional journey in Canada's North while playing a critical role in addressing our community's housing and social challenges head-on.

Why should you come to Iqaluit?

Iqaluit is where nature, community and adventure come together. Whether it's hiking, fishing, or simply enjoying the outdoors, Iqaluit is a haven for those seeking an opportunity for a nature filled lifestyle while embarking on a journey of self-discovery.

In this tight-knit community, you'll enjoy genuine hospitality against the backdrop of one of Canada's most breathtaking and unique environments.

More About the Position:

Compensation and Benefits:

- Salary range starting at \$82,500 per year plus the Northern Allowance benefit of \$16,088 per year.
- Northern Employees Benefits Service (NEBS) which includes health insurance and pension plan.
- Six weeks vacation.
- Relocation assistance and housing are available.
- Professional Development assistance.

Key Responsibilities:

- Maintain grounds, structures, systems, and equipment according to best practices.
- Inspect, identify, and perform demand/preventative maintenance including structural, mechanical, and electrical issues.
- Identify capital projects for annual planning and budget, including minor and major repair, replacement, and improvement.
- Participate in all phases of new development projects, from identifying opportunities to working with government bodies, consultants, and services.

- Manage facility management information system and maintenance records, prepare reports and recommending solutions.
- Oversee procurement, supplier contracts, inventory, and storage spaces.
- Create yearly facility budgets, approve expenditures and assist with funding applications.
- Develop health and safety plans and ensure staff compliance.
- Train, manage and develop facility staff.
- Participate in the on-call rotation.

Key Qualifications:

- Post-secondary education in Facility Management or Property Management or a combination of experience plus other relevant certifications.
- A minimum of three years of experience in a management role overseeing maintenance, property or facility management.
- Experience in a non-profit or public sector setting is preferred. Experience working in a housing/homelessness organization is seen as an asset.
- Demonstrated experience in basic building maintenance, use and maintenance of power tools and small engines.
- Knowledge of relevant federal and territorial legislation including building codes, fire codes, health and safety laws, labour standards, privacy regulations, and residential tenancies.
- Well-developed interpersonal skills, with the ability to effectively build positive relationships.
- Collaborative and constructive; well-suited to thrive in a cross-functional team and diverse cultural environment.
- Superior organizational skills with good attention to detail and the ability to meet tight timelines and deliver timely results that are on-budget.
- Familiar with basic Microsoft Windows Office Suite including Excel, MSWord and Outlook and Yardi and/or other facility/building maintenance software.
- Valid Class 5 License and a clean driving record is required.
- Ability to lift 50 lbs and occasionally be outside in cold temperatures.
- Experience working with Indigenous populations in a northern context is preferred.

To Apply:

Please send your cover letter and resume to our recruitment partner, Business Sherpa Group, at careers@businesssherpagroup.com. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Uquutaq Society is an equal opportunity employer, and we are committed to creating an inclusive environment for all employees. We welcome applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We provide accommodation and support to persons with disabilities throughout the recruitment and selection process. Please let us know if you require any special accommodation or support when applying.