



Sagamok Anishnawbek

P.O. Box 610
Massey, Ontario, Canada
P0P 1P0

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Fax (705) 865-3307
www.sagamok.ca

EMPLOYMENT OPPORTUNITY **Education Facilities Infrastructure Manager**

Job Summary:

The Education Facilities Infrastructure Manager shall assume the leadership role in the planning, organizing, controlling, and evaluation of Sagamok Education Infrastructure program. The Education Facilities Infrastructure Manager shall direct and oversee the day-to-day operations of the program to achieve goals within available resources. The Education Facilities Infrastructure program is composed of the following services: custodial and operations and maintenance of all Education buildings, parking areas, access areas and playgrounds.

In support of Sagamok Anishnawbek's goal of providing quality management, the Education Facilities Infrastructure Manager shall continuously strive to improve operations, streamline work processes, and work cooperatively with other departments to provide quality services to its membership.

Qualifications/Terms & Conditions:

1. Facilities Maintenance Certification or related is preferred.
2. Minimum 2 years demonstrated experience in a management position is preferred.
3. 5+ years' experience in building maintenance with strong references may be considered in lieu of above-mentioned requirements.
4. Must be able to work a flexible schedule that includes evenings and weekends.
5. Ability to understand and speak Anishnaabemowin is of critical importance.
6. Proficient in Microsoft Word, Excel, PowerPoint, internet, email and use of on-line learning resources/platforms.
7. Must submit an annual Valid Driver's License, valid insurance, driver's abstract
8. Must have use of own vehicle.
9. Valid within 6 months Criminal Records Check (CPIC)/Vulnerable Sector Screen.
10. Six [6] month probationary period.
11. Must be able to meet the physical demands of the position.
12. Full job description available upon request from HR department at email below for Jeff Moulton.

Interested applicants **MUST** submit a cover letter, resume, photocopies of certificate and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and 1 character reference):

Attn: Hiring Committee
c/o Human Resources
Sagamok Anishnawbek, P.O. Box 610, Massey, Ontario, P0P 1P0
Fax: (705) 865-3307
Email: moulton_jeff@sagamok.ca

By: **Tuesday June 15, 2021 at 4:00 p.m.**

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.
Preference will be given to Aboriginal people.