



HAMLET OF GJOA HAVEN GJOA HAVEN, NU XOB IJO

Ph: (867) 360-7141 • Fax: (867) 360-6309

EMPLOYMENT OPPORTUNITY COMMUNITY WORKS FOREMAN

The Hamlet of Gjoa Haven has an immediate opening for the position of Community Works Foreman. To ensure proper operation and maintenance of municipal services and works, equipment and vehicles as well as airport and site development, through the supervision and direction of employees and following a Community Works Management System.

Duties:

- Plan, organize staff, direct and administer the daily schedules and activities of municipal services to meet predetermined requirements and to monitor public concerns with respect to the delivery of municipal services
- Human Resource Management and Supervision of maintenance staff
- Identify and plan work to be carried out
- Implement safety procedures and practices
- Complete work in accordance with work orders, plans and standards as necessary.
- Ensure completion of all records related to maintenance, repairs and inventory through supervision and assistance of staff
- Ensure completion of all records related to maintenance, repairs and inventory through supervision and assistance of staff

Education, Knowledge & Skills

Trades certification in Heavy Equipment Maintenance or Heavy Equipment Operations is preferred or a combination of training and experience as determined by the hiring process and this job description.

Valid Class Three Driver's License with Air Brake Endorsement

OTHER: - proven supervisory skills and experience

- Knowledge and experience working with Maintenance Management systems including computerized programs
- Must be reliable, self motivated and not require constant supervision
- Be able to accept considerable responsibility
- Be able to handle heavy work loads and deal with the public tactfully and co-operatively

Working Conditions

- Some overtime, travel or training may be necessary
- Considerable pressure may be exerted on employee by the community and other staff due to the responsibilities of the position.
- Occasional outside work during cold weather is required
- Occasional working in unsanitary conditions

If you are interested in applying for this position you may submit your Resume with 3 letters or names of reference (at least one reference has to be your most recent employer) and a criminal records check. A detailed job description is available upon request. Only the applicants selected for interview will be contacted.

The position is included in the Union Collective Agreement with wages and benefits according to the Collective Agreement.

You may submit your Resume before the closing date to Sharon Dwyer Personnel Officer by:

E-mail: gjoapayroll@qiniq.com Fax: 867-360-6309 or

Mail to: Sharon Dwyer, Personnel Officer Box 200 Hamlet of Gjoa Haven, Gjoa Haven, Nu XOB 1JO

CLOSING DATE: Friday January 27th, 2012 at 5 p.m. MTN