



Technical Services

81 King Street P.O. Box 387
Sioux Lookout, ON P8T 1A5

Internal and External Job Posting Education Facility Circuit Rider Trainer

Position Summary:

The Education Facility Circuit Rider Trainer will work under the supervision of the Technical Services Department Director in providing assistance to the Shibogama First Nations Council (SFNC) communities in maintaining the full service life of the education assets. The primary duties will include training education facility maintenance personnel to effectively operate & maintain buildings and the implementation of an operations and maintenance management system.

Qualifications:

- Knowledge and experience with building construction, plumbing, electricity, HVAC systems.
- Knowledge of Codes and Standards (for example Ontario Building Codes, CSA B-139 Standard for the installation of Oil Burning Equipment, etc.)
- Ability to read and interpret plans, specifications, codes, standards, regulations.
- Familiarity with database production and maintenance management systems.
- Experience in an office environment and using office equipment.
- Good computer skills and experience with Microsoft Office.
- Must be able to travel by air.
- Must possess a valid Ontario Driver's License.

Duties & Responsibilities:

- Work with Shibogama First Nation communities to implement an Operations & Maintenance Database and a Maintenance Management System for the education facility.
- Develop site specific training plans for maintenance personnel and/or trainees.
- Create, coordinate and/or deliver training for maintenance personnel and/or trainees.
- Perform routine site visits to the Shibogama communities to assist with development of the O&M Maintenance Management System and deliver training to the community building operators.
- Produce a detailed work plan including scheduling for planned visits to each FN. Produce an overall annual work plan incorporating individual community work plans, training plans.
- Provide telephone and internet support for maintenance personnel and/or trainees when away from the communities.
- Produce a maintenance schedule based on the O&M Maintenance Management System.
- Produce quarterly reports for submission to Technical Services Department Director including site visit reports, training plans, financial reporting.
- Coordinate/Liaise between First Nation and Contractors, Suppliers, Service Providers when required.
- Provide recommendations to improve operations and maintenance policies, procedures and practices.
- When required, review plans and specifications for repairs and upgrades to facilities.
- Represent the Technical Services Department at community meetings when required.

Assets:

- Project budgeting, management, coordination.
- Strong organizational skills.
- Good problem solving and conflict resolution skills.
- Effective communication skills
- Must be able to work unsupervised.
- Must be a team player.
- Knowledgeable of the member First Nation communities and culture.
- Ability to speak Oji-Cree is an asset.

Term: Contract position until March 31, 2021, with possibility of extension based on funding.

Anticipated Start Date: As soon as possible

Location: Sioux Lookout, Ontario

Salary: Commensurate on experience and qualifications

Application: Applications must include a cover letter, resume and three references.

Application Deadline: Open until filled

Applications must be directed to: Linda Kitchkeesick, Executive Assistant / Office Manager
Shibogama First Nations Council
P.O. Box 449
Sioux Lookout, ON P8T 1A5
PH: (807) 737-2662 ext. 2225 FAX: (807) 737-1583
E-MAIL: lindak@shibogama.on.ca Website: www.shibogama.on.ca

For more information, please contact Luke McKay, Technical Services Director,
lucm@shibogama.on.ca, or call 807-737-2662 ext. 2220.

Email and faxed resumes along with required documentation will be accepted. We wish to thank in advance all those who submit applications.

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED