

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Nation Housing

COMPETITION: SNH-01-04-12-23

DEPARTMENT: Housing

POSITION: Mechanical Technician

DATE POSTED: 04-12-23

SALARY: Based on Education & Experience

DEADLINE: 04-26-23

STATUS:

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 PM (NOON)

General and Responsibilities: Duties include but are not limited to:

The Mechanical Supervisor is directly responsible for the supervision of the Mechanical Maintenance Program. The accountability of this role includes the overseeing of everything involved for necessary repairs and maintenances of the plumbing, heating, and electrical for all of the Nation owned housing units.

Duties & Responsibilities: Duties include but are not limited to:

- Receive all incoming calls pertaining to mechanical problems, determine course of action and begin initiating required next steps
- Travel to sites and inspect mechanical problems in the housing unit to determine work and material required.
- Issue all necessary purchase orders if material is required for work to be completed.
- Coordinate, track, and manage all work orders issued to service contractors.
- Ensure all work that is completed is done in accordance to required codes, regulations, etc.;

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

- Considerable knowledge in the mechanical components of a housing units.
- Understanding of general office procedures.
- General ability and understanding of bookkeeping processes.
- Ability to develop and exercise contracts for contractors while being aware of conflicts of interest.
- Simple computer skills including Microsoft Word and Excel showcasing computer literacy.
- Communication skills and project management understanding.
- Ability to problem solve and initiate solutions throughout the course of the day.
- Strong connection building to maintain effective working relationships with the staff and the Nation membership.

Education and Experience:

- Minimum of Grade 12 or equivalent preferred
- Experience of one year with administrative experience is considered an asset

Other:

- Current One Year Driver's Abstract.
- Current Satisfactory Criminal Records / Background Check.

Please Contact Human Resources For a Full Job Description

SUBMIT APPLICATIONS & RESUMES TO

Human Resources.

Email: recruitment@siksikanation.com

Direct Line: 403-734-5567/5579

