

# Employment Opportunities



**Position:** Mechanical Supervisor  
**Service Area:** Siksika Housing Department  
**Location:** Siksika Nation Tribal Administration  
**Salary:** Based on Education and Experience  
**Date Posted:** August 29, 2024  
**Closing Date:** September 12, 2024  
**Competition Number:** SNHMS-01-08-29-24

## POSITION SUMMARY:

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 maintenance of the plumbing, heating, and electrical for all 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.
- Manage all contractors to ensure they're meeting timeframe expectations and provided budget.
- Inspect work and approve the work completed for contractor invoices to be processed for payment.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities:

- Considerable knowledge of the mechanical components of housing units.
- Understanding of general office procedures.
- 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.
- Demonstrated capacity to work independently and be an active participant in group environments.
- 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.
- Capability to work collectively as part of a team and demonstrate team player qualities and abilities.
- Understanding of proper customer service with the ability to showcase a sense of care.

## Education and Experience

- Minimum of Grade 12 or equivalent required. Project Management Certification is an asset.
- Experience of one year with administrative experience required.
- Class 5 Drivers License and 3 Year Drivers Abstract Required
- Criminal records check required

EMAIL [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
CALL 403-734-5567 or 403-734-5579 to learn more.  
WEBSITE [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.