

# Employment Opportunities



Position: Facilities Supervisor  
Service Area: Siksika Public Works and Infrastructure  
Location: Siksika Nation Tribal Administration  
Salary: Based on Education and Experience  
Date Posted: November 29, 2024,  
Closing Date: December 13, 2024  
Competition Number: SPWFS-02-11-29-24

## POSITION SUMMARY:

The Facilities Supervisor plays a crucial role in overseeing and managing the maintenance and operation of all facilities within the Siksika Nation community. This position ensures that all buildings and grounds are maintained to high standards of safety, functionality, and cleanliness. The Facilities Supervisor will coordinate and supervise maintenance staff, contractors, and vendors to ensure efficient and effective service delivery. This role reports to the Infrastructure and Public Works Manager and collaborates closely with other departments to support the community's infrastructure needs.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Supervise and coordinate maintenance activities for all assigned community facilities, including public buildings, recreational centers, administrative offices, and residential units.
- Develop preventive maintenance procedures on all applicable assets and ensure these are followed.
- Conduct regular inspections of facilities to identify maintenance needs, safety concerns, and compliance with regulations.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Proven experience (5+ years) in facilities management, building maintenance, or a related field, with at least 2 years in a supervisory or managerial role.
- Knowledge of building systems, maintenance practices, and regulatory requirements.
- Strong leadership skills with the ability to motivate and manage a diverse team.
- Excellent organizational, problem-solving, and decision-making abilities.
- Effective communication skills, both verbal and written, with the ability to interact professionally with stakeholders at all levels.
- Organizational skills to facilitate multiple projects that are accurate and thorough, sometimes of a complex nature or involving competing priorities.
- Ability to apply critical thinking to evaluate information and make appropriate decisions or recommendations.
- Ability and willingness to employ a consultative or collaborative approach to addressing issues and making decisions.
- Multi-tasking skills to prioritize and consistently produce high-quality work within deadlines.

### Education and Experience

- Grade 12 High School Diploma or G.E.D.
- 3 years' supervisory experience
- 3 years' experience in building and mechanical equipment maintenance and repair.
- 3 plus years of related work providing project management support is desirable.
- Class 5 Driver's License - Clean 3 years Drivers Abstract

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.