Employment Opportunity

Position: Asset Supervisor

Service Area: Engineering Services

Location: Sunpark

Salary: Based on Education and Experience

Date Posted: November 2, 2026

Closing Date: November 13, 2026

Competition Number: SNES-01-11-02-26

POSITION SUMMARY:

The Building Supervisor plays a critical role in the operation, maintenance, and management of Siksika Nation's commercial building. This position ensures optimal functionality of building systems, provides a safe and welcoming environment for tenants and visitors, manages budgets, and champions sustainable practices. Reporting to the Siksika Nation Executive Director of Engineering (Interim Facilities Manager), the building Supervisor directly contributes to the Nation's vision of operational excellence and sustainability.

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

1. Manage the operation and maintenance of building systems, including HVAC, electrical, plumbing, fire safety, and security.
2. Serve as the primary contact for tenants, addressing concerns, lease agreements, and service requests.
3. Develop and manage the annual operating budget, forecasting expenses and revenue.
4. Ensure compliance with health, safety, and environmental regulations.
5. Implement sustainability practices to reduce energy consumption and environmental impact.
6. Plan and oversee building renovations, upgrades, or new construction projects.
7. Supervise on-site staff and contractors, such as janitors, maintenance teams, and security personnel.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Strong knowledge of building systems (HVAC, electrical, plumbing, etc.).
- Exceptional project management and organizational skills.
- Proficiency in budgeting, financial management, and procurement.
- Excellent interpersonal and communication skills for tenant and stakeholder engagement.
- Familiarity with energy management systems and sustainability practices.
- Comprehensive knowledge of local building codes, safety regulations, and environmental standards.

Education and Experience

Bachelor's degree in engineering (civil, mechanical, or electrical), facilities management, or a related field.
Certification in building systems (e.g., HVAC, electrical systems) or facilities management is an asset.
Minimum 10 years of experience in building management, engineering, or facilities operations.
Experience working with Indigenous communities or organizations is highly desirable.

Professional Designation/Certification/Licenses:

Valid driver's license and reliable transportation

Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL 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

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