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MUNICIPALITY OF RANKIN INLET
Box 310, Rankin Inlet, Nunavut
X0C 0G0

**Job Opportunity
Building Maintainer
Full-Time**

Posted: March 16, 2022

Closing Date: March 31, 2022 5:00 PM

Salary Range: \$75,839.21 to \$80,602.45 per annum

Northern Allowance: \$22,550.00 per annum

The Municipality of Rankin Inlet has an immediate opening for a Building Maintainer. This position has prime responsibility for maintaining 5 buildings operated on behalf of Nunavut Airports as well as assisting in the maintenance of all other municipal buildings when required.

Under the direction of the Airport Manager/the Director of Public Works, this position is responsible for the maintenance and minor repairs of buildings and related equipment owned and operated by the Municipality.

DUTIES AND RESPONSIBILITIES (not listed in order of priority)

Maintain buildings and related equipment, in good state of repair by:

- conducting regular inspections of buildings to assess damages or conditions and identify repairs required to bring them up to standard;
- completing minor carpentry repairs or modifications and painting as directed;
- inspecting and completing minor repairs to heating, ventilation, electrical and mechanical equipment as directed;
- inform supervisor of any work requiring licensed tradesmen for the repair of plumbing, heating, mechanical and electrical systems and in completion of major carpentry repairs;
- cleaning ice and snow from entrances, replace burnt out lighting, maintaining clear access to all fire exits;
- Other duties as assigned.

SKILLS

- Mechanical and construction skills in order to service and maintain buildings including plumbing and electrical systems.
- Must be physically able to perform duties and work in awkward places like crawl spaces.
- Reading and writing skills in order to complete necessary records and understand technical/repair manuals.
- The ability to deal with several priorities at the same time.

EXPERIENCE

- Requires at least two (2) years' experience in a related field. Certification in a building trade would be an asset
- Previous experience in a municipal or commercial building maintenance is considered an asset.
- Demonstrated flexible and positive approach and initiative in completing assignments.

Interested candidates are invited to submit a resume and cover letter in confidence at the municipal office to the attention of Senior Administrative Officer, or email sao@rankinonlet.ca by **5 P.M. on Thursday, March 31, 2022.**

We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.