



**JOB POSTING  
SENIOR FACILITIES MANAGER  
FULL-TIME – PERMANENT  
MT-IE BOARD OFFICE**

The Senior Facilities Manager provides support to the Assistant Facilities Managers to oversee the completion develop, implement and document a strategic capital workplan for both schools. Ensure that all tasks are completed in both school that are included in any school assessment reports. Meet with school staff and/or board designate to manage and coordinate the recommendations specific to facility improvements to both schools. Prepare and/or tender work for schools when needed. Work cooperatively and communicate with school facility managers.

**Key Skills & Responsibilities**

The Senior Facilities Manager will oversee, coordinate and manage the following tasks related to the strategic work plan for both schools as indicated:

**Sheshatshiu Innu School**

- ❖ Architectural to include the building envelope, building interior, and room-by-room observations.
- ❖ Mechanical systems to include plumbing system, heating system, ventilation system, HVAC control system, sprinkler system.
- ❖ Electrical systems to include the service entrance & distribution, lighting, life safety, telecommunications, electric heat, miscellaneous.

**Mushuau Innu Natuashish School**

- ❖ Architectural to include the building envelope, building interior, and room-by-room observations.
- ❖ Mechanical systems to include plumbing system, heating system, ventilation system, HVAC control system, sprinkler system.
- ❖ Electrical systems to include the service entrance & distribution, lighting, life safety, telecommunications, electric heat, miscellaneous.
- ❖ Coordinate a plan to correct deficiencies that pertain to low water cutoff devices, boiler makeup water/expansion tank, boiler #1, boiler #2 and boiler #3, heat exchanger, HRV2-gym area, HRV2-bypass damper, HRV1-serving the classroom area, controls, heating manifolds, in-floor loops, steam boiler for humidifiers, humidity controls, three-way valves serving AHU1 & AHU2.
- ❖ Other duties as required.

**Qualifications**

- ❖ Community college diploma preferably in architectural technology, construction technology, engineering technology or equivalent work experience.
- ❖ 1-3 years' experience of project management work experience; or 5-7 years of project coordination work experience.
- ❖ Ability to deliver projects on-time, on-budget, within specifications, and in-compliant with all requirements including but not limited to regulatory, environmental, health, and safety requirements.
- ❖ Ability to manage vendor relationships and performance
- ❖ Ability to develop and manage project budget.
- ❖ Ability to mitigate and manage project risks.
- ❖ Must have positive interpersonal skills to work professionally with staff and have experience establishing effective and collaborative relationships with community members and other agencies.
- ❖ Working knowledge of applicable OH&S, EPA, and provincial School Code regulations that apply to the district.

**Salary:** Negotiable with Qualifications & Experience  
**Closing date:** February 16, 2024  
**Competition Number:** MT-IE 001-2024

**Please send resume, references and quote competition number to:**

**Rena Penashue, Director of Human Resources**  
**MAMU TSHISHKUTAMASHUTAU INNU EDUCATION**  
Email: [rpenashue@innueducation.ca](mailto:rpenashue@innueducation.ca)

**\*\*Preference will be given to members of the SIFN and MIFN**