



# KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

## FACILITIES GENERALIST

**POSITION:** FACILITIES GENERALIST (Non-Union Position)  
**COMPETITION:** 19-55  
**LOCATION:** Timmins  
**SALARY:** \$47,000 - \$61,776  
**STATUS:** Contract (up to 12 months)  
**CLOSING DATE:** August 26, 2019 @4:30pm

**JOB SUMMARY:** Reporting to the Manager of IT and Facilities, the Facilities Generalist is responsible for general repairs and maintenance of Kunuwanimano properties and facilities.

### REQUIRED QUALIFICATIONS:

- Background in Construction, electrical or mechanical engineering or Journeyman Certification
- A minimum of five (5) years' experience of facilities maintenance experience.
- Excellent analytical and reasoning skills, plus excellent organization skills required
- Excellent verbal and written communication skills

### KEY RESPONSIBILITIES:

- Coordinate all maintenance work to properly maintain Kunuwanimano's facilities and grounds in all districts
- Evaluate maintenance requests, set priorities and process work assignments
- Establishes and maintains a reliable network of outside vendors and suppliers to ensure cost-effective and timely support of the maintenance function
- Performs routine inspections of all facilities. Perform routine repair work and other work of a general maintenance nature
- Ensures that all policies and procedures are followed related to the performance of the maintenance functions
- Establishes and communicates the level of quality and safety expected in the performance of maintenance tasks
- Perform other duties as assigned

**We offer competitive benefits, compensation packages, OMERS pension plan and opportunities for professional development.**

Please refer to our website: [www.kunuwanimano.com](http://www.kunuwanimano.com) for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to [HR@kunuwanimano.com](mailto:HR@kunuwanimano.com) or by mail to:

**Kunuwanimano Child and Family Services,**  
38 Pine St N, Unit 120,  
Timmins, ON  
P4N 6K6

Please note that preference will be given to qualified First Nations and Aboriginal applicants. Please self-identify. We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

**Thank you for your interest in our Agency. Only those considered for an interview will be contacted.**