



## **JOB OFFER (external / internal posting)**

The **Kativik Municipal Housing Bureau** provides comfortable, safe and affordable homes adapted to Inuit needs and culture. Through its programs and services, it contributes to the development of vibrant, sustainable and safe communities.

We are currently searching for talents, to join our team as:

### **DIRECTOR OF BUILDING MAINTENANCE AND PROCUREMENT (permanent and full time position - Kuujuuaq)**

#### **PURPOSE OF THE POSITION**

Reporting to the Deputy Director General, the incumbent plans, organizes, directs and oversees all activities related to preventive and corrective maintenance of buildings, as well as all procurement operations. In this capacity, he or she develops acquisition and logistics orientations or strategies and sets annual objectives and procurement priorities.

#### **KEY DUTIES, RESPONSIBILITIES AND FUNCTIONS**

##### **Maintenance**

- Develops, recommends, implements and enforces policies, guidelines, processes and procedures along with the implementation of systems, all with a view to standardization and improvement, particularly with respect to inspections, routine, preventive and corrective maintenance and any technical work that may arise from the department
- Develops and rolls out management tools, performance indicators and organizational targets of interest to the management team to enhance performance and efficiency;
- Works closely with other departments as well as with internal and external partners and various external suppliers to develop and deliver a project schedule for preventive maintenance and building improvements to ensure timely access to materials within established budgets;
- Ensures the planning, design, scheduling and execution of building maintenance and repair activities in the short, medium and long term;
- Implements a structured program of maintenance and repair, prevention and improvement for the KMHB's buildings, as well as a program of ongoing quality, productivity and efficiency improvement for the department;
- Develops, in collaboration with the Director of Building Maintenance Operations, action plans based on northern realities and the work to be done. Performs ongoing monitoring and ensures that required corrective maintenance work is carried out;
- Sees to the mobilization of the team by effectively delegating, planning and managing employee contributions and instilling good management practices among key resources. Ensures sound management of health and safety practices within the department;
- Provides training and development programs to improve the performance of subordinates;
- Prepares budgets for the management team and ensures that they are monitored and complied with;
- Keeps senior management informed about the progress of work in the various villages, outlines the problems encountered and proposes solutions to remedy them. Makes recommendations to improve the activities of the department;
- Acts as a contact during emergencies, oversees emergency responses and takes appropriate action to ensure the safety of tenants and the premises;
- Performs all related work as assigned by the immediate supervisor.

## **Procurement**

- Develops and implements strategic procurement initiatives that will allow the KMHB to reduce costs and ensure efficient and effective procurement of materials;
- Sets performance indicators to evaluate and improve the efficiency of the procurement staff, while mobilizing the teams towards the achievement of objectives;
- Implements an optimal supply management strategy to prevent inventory shortages and maximize material turnover while minimizing losses, taking into account replenishment lead times as well as the conditions and constraints specific to northern realities;
- Develops processes and tools to improve controls, accuracy and accountability;
- Manages procurement activities and processes in accordance with the goods and services procurement policy, and procurement directives and procedures, in addition to ensuring proper monitoring by the teams involved;
- Standardizes and optimizes the different supply chain practices and procedures within the various locations as well as the use of existing systems;
- Provides advice, support and functional expertise to all other departments in accordance with a quality service and client satisfaction approach to maximize team collaboration and productivity;
- Develops, prepares, analyzes and evaluates the bidding process for the procurement of professional services and the various trades;
- Assumes any other responsibility arising from the position at the request of the immediate supervisor.

## **SKILL PROFILE**

### **Education**

- University degree or college diploma in construction engineering or an undergraduate degree in a related field. Any other training related to the position will be considered.

### **Experience and Knowledge**

- Ten (10) years of relevant experience, including at least five (5) years in a management position.
- In-depth knowledge of procurement management (knowledge of procurement in northern conditions an asset).
- Experience managing a team in the field of residential or institutional renovation or residential, institutional or commercial construction.
- Knowledge of the National Building Code as well as the various laws governing contracts for parapublic organizations (an asset).
- Significant experience in project management.
- Extensive experience in budget preparation and monitoring.
- Experience working in a multicultural and municipal environment (an asset).
- Management experience in a multi-site context (an asset).
- Significant accomplishments related to the position.
- Keen sense of and respect for the diversity, scope and reach of Kativik's challenges and issues.
- Knowledge of the Inuit and the northern environment (an asset).
- Knowledge of laws and regulations pertaining to the field of social housing (an asset).

## SKILLS

- Strategic insight.
- Good sense of planning, organization and prioritizing.
  - Inspiring leadership with strong communication skills.
- Decision-making abilities and political acumen.
- Listening skills. Ability to analyze issues, relationships and impacts to optimize decision making.
- Results-oriented
- Demonstrated negotiation and conflict resolution skills.
- Ability to work under pressure on a variety of projects while managing multiple priorities simultaneously.
- Focused on client service excellence.
- Strong optimization, productivity or efficiency skills.
- Willingness to work and travel in sometimes difficult weather conditions within the 14 villages on a periodic basis.
- Excellent written and oral communication skills in French and English. Inuktitut will be considered an asset.

The Kativik Municipal Housing Bureau offers a competitive salary, northern benefits and interesting working conditions. We are an equal opportunity employer. If you meet the requirements and are up to the challenge, please forward your resume to KMHB, at the latest **November 10, 2020, 12:00 (noon)**:

Address: KMHB – Head Office  
1600, Akianut st. - P.O. Box 1200  
Kuujuuaq, Quebec  
J0M 1C0

Phone: (819) 964-2000

Email: [HR@omhkativikmhb.qc.ca](mailto:HR@omhkativikmhb.qc.ca)