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Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Alruyaktuqunik Ikumatjutiit

Entrusted with supplying safe, reliable and efficient energy to the citizens of Nunavut, through both traditional and alternative sources, **Qulliq Energy Corporation (QEC)** offers many opportunities for those seeking to convert their skills and expertise into professional success. Sounds like you? Join our team. Wide-open spaces, rewarding work in a variety of settings, and the chance to contribute to the well-being of all Nunavummiut will bring new energy to your career – now and in the future.

FACILITIES MANAGER

IQALUIT, NU – Ref. No. QEC-18-021

A champion of industry best practices in property and facilities management, both a strategic thinker and planner and a results-oriented leader, you welcome the challenges and opportunities offered by this exciting mandate with impact right across Nunavut.

Reporting to the Director, Health, Safety, Environment, and Facilities, you'll manage QEC's real estate property assets, using a portfolio-based and risk management approach that ensures value for money expended, demonstrates sound stewardship, and supports QEC service objectives, while meeting legislative and corporate requirements. As Facilities Manager, you'll be in charge of QEC's real estate property investments (125 units, \$30-million plus), including fixed and mobile assets, and both owned and leased staff housing, commercial facilities, lands, and mobile equipment/rolling stock, as well as develop policies and conduct life cycle costing to support decision-making on whether to maintain or retire assets.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Working with property owners to resolve disputes, terminate leases and negotiate new leases;
- Monitoring services provided by landlords to ensure contractual agreements are being fulfilled;
- Directing physical inspections of assets (including on-site) to ensure proper operation of building systems, weather tightness of building envelope, proper maintenance, and code compliance;
- Overseeing project implementation (contract/financial performance, conformance to schedule, and contingency planning);
- Authorizing or recommending property insurance coverage levels;
- Handling/coordinating outside and in-house consulting services of architects, engineers, etc.;
- Preparing and managing a \$9-million operations and maintenance budget for assets;
- Preparing and presenting business cases for QEC's Board and Senior Management;
- Reviewing housing leases for accuracy, payments and conditions;
- Ensuring verification of invoices for water/sewage, electrical, fuel, snow cleaning and cable services;
- Authorizing tenders for maintenance and other services;
- Coaching, mentoring, motivating and recognizing direct reports, and supporting a culture within Property Management that fosters respect, teamwork and motivation to improve.

REQUIRED QUALIFICATIONS INCLUDE:

- Post-secondary diploma in Business Administration;
- Interprovincial trades certification in a relevant building trade (e.g. Plumbing, Electrical, Carpentry, Structural, etc.);
- Over seven (7) years' experience in construction, engineering, procurement and/or property management, including at least two (2) years directly managing employees;
- Experience with property development planning and program management in a multi-disciplinary construction-engineering environment;
- Two (2) years' O&M budgeting experience;
- Experience working with municipal departments and utilities;
- Experience resolving tenant/property owner issues;
- Knowledge of Northern building and living conditions;
- Knowledge of health and safety policies, practices, and regulations;
- Sound working knowledge of building, electrical, mechanical and fire systems; and



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- Ability to obtain WHMIS and First Aid (CPR) certification within 6 months of employment.

ASSETS:

- Certified Property Management (CPM) designation from an accredited educational provider; and
- Real Property Administration (RPA) designation (in hand or in progress).

An equivalent combination of education and experience will be considered.

We offer a competitive salary ranging from \$103,467 to \$132,229 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$15,016 per annum. This position is not included in the Nunavut Employees Union. Subsidized staff housing is available.

Preference will be given to Nunavut Inuit.

Apply in writing, by **April 20, 2018**, to: hr@qec.nu.ca

or by mail to: **Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.**

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

qec.nu.ca