

TRADES COORDINATOR

Classification: Administrative Officer
Full-Time Permanent Position
Thompson, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

The Position: The Trades Coordinator is responsible to maintain, repair and install electrical equipment and related systems at all UCN facilities, as well as other UCN owned facilities within the Region. The Trades Coordinator's primary responsibilities include maintenance of electrical equipment and systems, repair and installation of electrical equipment and systems, maintenance of life safety equipment, consultation and direction on electrical work being performed by outside contractors, and participating in safety training, meetings and other duties as assigned.

Qualifications:

- Red Seal Class "H" journeyman Electrical licence
- Post apprenticeship experience related to maintenance and installation of electrical systems
- Experience operating and performing preventative maintenance on electrical and related systems in institutional facilities
- Experience working with electrical legislated codes and regulations
- Must have good working knowledge of building systems, operations and maintenance; as well as construction functions
- Knowledge of safe work practices, procedures and relevant safety policies and legislation
- Knowledge of Building Automated Systems, including DDC or related systems
- Ability to supervise maintenance staff at various locations throughout UCN
- Ability to work independently, with minimal supervision as well as part of a multi-disciplinary team
- Must be highly motivated, self starter with organizational skills
- Effective interpersonal, communication skills and the ability to work in a team environment
- Written and verbal communication skills and the ability to communicate effectively with contractors, clients and the general public
- Excellent customer service experience in a fast-paced environment
- Capable of working in an environment where priorities may change as emergencies occur
- Experience and/or knowledge and understanding of the Indigenous culture
- Ability to supervise staff
- Demonstrated ability to understand and deal with issues specific to Indigenous learners and mature students in northern Manitoba

Assets:

- Fifth Class Operating Engineers Certificate
- First Aid-CPR Certificate
- Canadian Fire Alarm Association Certification
- The ability to speak an Indigenous language
- Experience with plumbing, carpentry, painting and preventative maintenance
- Ability to plan and make effective work-related decisions
- Knowledge of safe use and application of chemicals (i.e. WHMIS)

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check and Child Abuse Registry Check
- Must possess a valid class 5 driver's license and be capable of various forms of travel to UCN Regional Centers
- Must be physically capable of performing the duties of the position, including sitting, lifting, reaching, working at heights and in confined spaces

Applicants are asked to provide a cover letter, resume and three letters of reference with their application.

Applicants must demonstrate in their cover letter and their resume how they meet the qualifications.

Representative Workforce is a factor in the selection process. Preference will be given to Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 21-056
Closing Date: October 4, 2021: however, will remain open until filled
Salary Range: \$35.70 to \$44.64 hourly, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hrinfo@ucn.ca (preferred format)

Please indicate in your subject line the competition number for which you are applying.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

Human Resources will work with applicants who require accommodation during the application or the interview process.

For more information and other employment opportunities, visit www.ucn.ca.