



## THE CITY OF YELLOWKNIFE

### **Assistant Indoor Facilities Supervisor**

The City of Yellowknife is an inclusive employer offering a dynamic and rewarding work environment that delivers valuable services to our residents. Working in Local Government provides many opportunities to not only develop your career but also to improve the lives of residents and visitors to Yellowknife! At the City, the diverse backgrounds of our employees help us to create a positive, safe and fun environment for us all. We are currently seeking the right person to join our hard-working employees in our Community Services Department as an Assistant Indoor Facilities Supervisor.

Under the general direction of the Indoor Facilities Supervisor, this position is responsible for the maintenance of the City ice-making systems, ice removal and installation, ice maintenance and for performing duties to ensure the maintenance and operation of all four indoor facilities. The incumbent also assists the supervisor in the supervision of all four indoor facilities and their grounds. This position is also responsible for liaising with the public, contractors and other City staff and may require the incumbent to work rotational shifts in the facilities as operational requirements dictate.

In order to maintain facilities and implement preventative maintenance plans, the incumbent must be able to troubleshoot and make decisions, to act independently and to be mechanically inclined. The work requires the ability to comprehend complex instructions, complete records and prioritize work. Knowledge of building operations, ice maintenance and janitorial maintenance is required.

The incumbent requires advanced refrigeration courses which are equivalent to Certified Ice Technician (ORFA); Ice Facility Operator (BC) or Western Facility Operator Master Certificate (Alberta); 3 to 5 years ice-making experience, preferably in a multi-pad facility; a valid Class 5 drivers license with a clean driving record; training in Confined Space Entry, Fall Arrest and First Aid/AED/CPR-C and Workplace Hazardous Materials Information Systems. The incumbent must have a minimum of two (2) years of supervisory experience and sound knowledge and experience using various computer applications for both office and building operations systems.

The City of Yellowknife offers a competitive annual salary range of \$62,018.76 - \$72,739.88 plus a comprehensive benefits package which includes a monthly housing allowance and a defined benefit pension plan. For further information or clarification of the job description, please contact Human Resources at 920-5603.

Qualified applicants are required to apply no later than June 30, 2017.

Please visit the City of Yellowknife Website at: [www.yellowknife.ca](http://www.yellowknife.ca) to submit your resume.

Please be advised that the City of Yellowknife requires all prospective employees to provide a criminal records check prior to employment. We thank all applicants who apply, but advise that only those to be interviewed will be contacted.