



CHURCHILL REGIONAL HEALTH AUTHORITY  
CHURCHILL, MANITOBA  
R0B 0E0

## **CAPITAL PROJECTS/FACILITY COORDINATOR**

### **FULL TIME POSITION**

Applications are invited from those people interested in a full-time position as Capital Projects/Facility Coordinator in the Maintenance Department of the Churchill RHA Inc.

Under the direction of the Chief Executive Officer, the incumbent plans, organizes and co-ordinates all activities related to project planning, co-ordination, facility and housing maintenance within the Churchill RHA Inc.

#### **DUTIES & QUALIFICATIONS:**

- Report any concerns related to the physical environment, follow direction, provides an effective service and take an active role in the Churchill RHA Inc. planning
- Manitoba Journeyman qualification and/or an Inter Provincial Seal in the trade area of an Electrician
- Demonstrated commitment to safe working practices and environment
- Maintain a preventative maintenance program for the physical plants and other equipment in them facilities that may need ongoing maintenance
- Experience in physical plant maintenance essential
- Working knowledge of Fire and Building Codes
- Pro-active problem solving skills, and demonstrated ability to operate on own initiative
- Good oral and written communication skills
- Must hold a Valid Manitoba Drivers Licence
- Experience in Health Care Institution required
- Knowledge of Capital Budget Administration
- Experience in a supervisory role and in the direction of staff
- Demonstrated supervisory and leadership skills
- Demonstrated ability in both independently and as a team member and recommendations and/or decisions in a complex interdisciplinary environment
- Ability to work independently and to manage several projects concurrently
- Demonstrated ability to represent the Churchill RHA Inc. in a professional and positive manner
- Must complete a child abuse registry and criminal record checks
- Performs other related duties as assigned

#### **HOURS OF WORK:**

- Monday to Friday, 7.5 hours per day as well as rotation of after hours and weekend on call.

#### **SALARY:**

- \$31.466 to \$36.478 per hour, dependant upon qualifications and experience, plus northern allowance and benefits package as per the Manitoba Government Employees Union Collective Agreement.

Please forward resumes including a cover letter and three references to:

Director of Human Resources  
Churchill RHA Inc.  
Box 2500  
Churchill, Manitoba  
R0B 0E0  
Fax: (204) 675-2285  
E-mail: [humanresources@churchillrha.mb.ca](mailto:humanresources@churchillrha.mb.ca)