



## **Come Join Our Team!! Facility and Maintenance Manager – Permanent Full-Time**

### POSITION SUMMARY

The Facilities and Maintenance Manager is responsible for actively assisting the Director of Operations with the administration and management of all facilities and community infrastructure. This position is responsible for achieving the goals related to ʔaqam infrastructure, housing, energy and safety and security in accordance with the ʔaqam strategic plan to achieve the community's Vision.

### KEY RESPONSIBILITIES

- Oversee the Asset Management Plan and all Operation and Maintenance schedules for all ʔaqam buildings, infrastructure and assets ensuring that all required maintenance, testing and repairs are completed, and adequate records are kept.
- Draft, implement and maintain Asset Management Plan, Inventory and Asset Use Policies and Procedures for all ʔaqam assets and facilities.
- Coordinate and arrange all regular maintenance servicing for all facilities/vehicles.
- Human Resource Management and day-to-day oversight of the activities of the Maintenance and Custodial team including management and direction team.
- Manage ʔaqam Rental properties including housing rental assets as per policy.
- Ensures compliance and safe operation of the community water systems in order to provide potable water.
- In conjunction with the Water/Facility Maintenance Worker ensure the safe operation of the community District Heating System in accordance with provided training.

The successful candidate holds a minimum of a Business Administration/Management Degree, Construction or Asset Management Diploma or Degree and relevant experience. Human Resource Management Education and Experience. Minimum of 3-5 years of recent, and relevant experience working in a similar role. Previous experience managing a team of employees and overseeing operations related to construction, housing, facilities management, and/or infrastructure for an organization/company.

**To see the full job description of this position please visit our website [www.agam.net/about/employment](http://www.agam.net/about/employment).** Salary will commensurate with experience from a range (\$72,671-\$103,854) and includes a favorable benefits package and pension plan.

**Please submit your cover letter and résumé marked "Facilities and Maintenance Manager" to:**  
Recruiting at ʔaqam, 7470 Mission Road, Cranbrook, BC, V1C 7E5  
email: [jointheteam@agam.net](mailto:jointheteam@agam.net)

Applications will be accepted until a qualified candidate is hired and will be reviewed as received.

*Preference will be given to candidates of Ktunaxa or other First Nations ancestry and ʔaqam encourages applicants to self-identify within your application. Thank you to all those that apply, only those selected for an interview will be contacted.*