



## **Recreation Facilities Foreman**

**The Community:** Located in the Land of the Midnight Sun, the Town of Inuvik is the Gateway to the Beaufort Delta on the scenic Mackenzie River. The town, about 200km's above the Arctic Circle is rich in diversity, and offers access by way of air transportation and by road, on the Dempster Highway.

Inuvik is an Arctic tourism destination that welcomes up to 7,000 visitors per year. The Town of 3,300 is also a service center for surrounding communities and Industry, including some First Nations enterprises and the oil and gas industry. Inuvik is a great place to raise a family, offering an abundance of lifestyle services including Government and Health Care Services, Education (including Aurora College) and transportation services. Recreation facilities include curling and hockey, squash and softball. Fishing, hunting, skiing, camping and all kinds of other outdoor activities abound.

The Town is currently looking for a Recreation Facilities Foreman to oversee all day-to-day maintenance and custodial operations of the Midnight Sun Complex (MSC), the Library, the Town Hall, outdoor Parks and Playgrounds.

If you are interested in a challenging and rewarding career, with potential to display your capacity for Municipal Leadership, consider making the Town of Inuvik your community and your team. This is a Community in which you CAN make a difference.

### **Position Summary:**

Reporting to the Director of Community Services the Recreation Facilities Foreman will ensure that all operations and maintenance are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies, and procedures. The Recreation Facilities Foreman will supervise and lead maintenance staff in an effective and sensitive manner.

### **Ideal Requirements include the ability to:**

Manage the day-to-day maintenance including the cleaning and plant operation of the Midnight Sun Complex, the Town Hall, the Centennial Library, trails and all outdoor Parks and Playgrounds in addition to the Town Cemetery. Supervise Municipal Services Staff to ensure a positive and healthy work environment. Maintain all facilities, vehicles and equipment and assist in the general administration of the Midnight Sun Complex.

### **The Foreman must also demonstrate the following skills and abilities:**

Team leadership, management skills, and human resource management skills, contract management skills, analytical, problem solving, decision making and negotiation skills, literacy



skills including the ability to read manuals, effective verbal and listening communications skills, computer skills including the ability to operate recreation facility computer system and stress and time management skills

The candidate must possess a valid NWT Driver's License. Must also possess a valid 5<sup>th</sup> Class Power Engineering Operator's ticket or be willing to obtain it within one (1) year of being hired. The successful candidate must have, or be willing to obtain, Refrigeration Plant Certification.

The Recreation Facilities Foreman would normally attain the required knowledge, skills, and abilities through completion of the Recreation Facility Operator Program combined with related experience. Equivalencies will be considered.

**Other:**

The Town of Inuvik offers an exceptional salary and benefits package.

Detailed information, such as the position description, organizational chart will be forwarded upon request.

**Submit a cover letter and detailed resume to:**

Matt Noble at Ravenhill - Smith Search Inc.  
[Matt@ravenhillgroup.com](mailto:Matt@ravenhillgroup.com)

**Requests/Questions should be directed to:**

Matt Noble, Team Leader, Ravenhill Group Inc.  
1-888-447-5910 #709  
1-250-941-9066 or 1-236-655-2365

**OUR LOCATIONS:**

**HEAD OFFICE**

North Tower 97c Main Street N,  
Markham, ON L3P 1X7  
Phone: 1-647-880-8594  
Toll Free: 1-888-447-5900

**ALBERTA OFFICE**

Ritchie Building  
877 East Chestermere Rd  
Chestermere, AB T1X 1A7  
Phone: (403) 612-5900

**BC OFFICE**

1280 Wilkinson Road, Suite 300  
Comox, BC, V9M 4B8  
Phone: 1-236-655-2365  
Toll Free: 1-888-447-5900 ext. 709