



**TOWN OF INUVIK**  
*Northwest Territories*

## **Job Description**

# Maintenance Coordinator

## **IDENTIFICATION**

**Job Title:** Maintenance Coordinator

**Reports to:** Director of Infrastructure

**Job Status:** Full Time

## **OVERVIEW**

The Maintenance Coordinator is responsible for managing and maintaining all Town building and facility assets to ensure effective and appropriate services for residents. Reporting to the Director of Infrastructure Services, the Coordinator oversees the day-to-day maintenance and custodial operations of the Midnight Sun Complex (MSC), Library, Town Hall, outdoor parks, playgrounds, sports fields, tennis courts, the summer maintenance program for trails, and the cemetery.

This role involves conducting operations and maintenance respectfully and responsibly, ensuring compliance with relevant legislation, policies, and procedures. The Maintenance Coordinator also supervises and leads maintenance staff sensitively, maintaining morale and ensuring the facility is safe and functional.

## **RESPONSIBILITIES**

### **Manage Day-to-Day Operations**

- Oversee maintenance, cleaning, and operation of the Midnight Sun Complex, Town Hall, Centennial Library, trails, outdoor parks, playgrounds, and the Town Cemetery.
- Conduct regular inspections of all facilities and equipment to identify maintenance needs and assess the quality of work performed.
- Perform and coordinate emergency and preventive maintenance and repairs on Town-owned buildings and recreational infrastructure.
- Ensure Town vehicles and equipment are clean, safe, and maintained in accordance with service requirements.
- Monitor computer-controlled systems at the Midnight Sun Complex, including security, heating, boiler, pool, and ice plant systems.
- Contribute to the preparation of the annual operational and capital budget for the Community Services Department.

### **Supervise Municipal Services Staff**

- Foster a positive and healthy work environment by supervising and supporting the day-to-day work of maintenance staff.
- Assist with hiring, evaluating, training, and developing employees.
- Provide leadership, delegate tasks, and maintain work schedules, adjusting assignments based on staff capabilities.
- Promote staff morale, offer guidance and coaching, and manage performance issues using the Town's disciplinary processes when necessary.
- Identify and coordinate training opportunities for staff.
- Enforce workplace safety practices and ensure compliance with relevant safety standards.

**Oversee Contracts and Projects**

- Plan, coordinate, and supervise the delivery of maintenance services and capital or special projects.
- Develop project scopes, technical specifications, and maintenance schedules.
- Administer and manage service contracts up to \$20,000 in value.
- Support procurement and tendering processes, including document preparation, bid evaluation, contract awards, and change order issuance.
- Monitor contractor performance to ensure safety, quality, and compliance with all technical and contractual requirements.
- Provide input during design reviews for major facility renovations, new construction, and mid-life facility upgrades.

**Support Facility Administration**

- Assist with planning for recreational seasons, conferences, and special events.
- Prepare short-term operational, maintenance, and cleaning plans for events and special projects.
- Maintain a daily activity log and compile monthly reports summarizing work orders, maintenance activity, and operational challenges.
- Recommend purchases of supplies, equipment, and materials for day-to-day operations and events.
- Provide reports to relevant government departments, agencies, and stakeholders.
- Maintain accurate administrative and maintenance records using the Computerized Maintenance Management System (CMMS) and other related tools.

**Maintain Facilities, Vehicles, and Equipment**

- Conduct regular service checks and inspections to ensure facilities and equipment remain safe and functional.
- Ensure all vehicles and equipment are clean, properly stored, and used in accordance with Town policies and manufacturer guidelines.
- Report any incidents of damage, misuse, or accidents involving Town property.

**Perform Other Related Duties**

Carry out additional responsibilities as required that align with the major functions of the role.

**KNOWLEDGE, SKILLS, AND ABILITIES**

The Maintenance Coordinator should demonstrate knowledge in:

- Preventive maintenance and operation of municipal and recreational facilities
- Town of Inuvik policies, procedures, and safety regulations
- Building systems, including plumbing, heating, mechanical, electrical, and refrigeration
- Facility-specific systems: boilers, pools, ice surfaces, and security/monitoring technologies
- Inspection standards, emergency procedures, and workplace safety practices
- Construction principles and basic trades
- CMMS and digital platforms related to facility and asset management
- Northern cultural, environmental, and political context
- Leadership, supervision, and team coordination
- Contract and project management (scoping, tendering, compliance, evaluation)
- Communication: verbal, written, and interpersonal
- Conflict resolution and staff development

- Computer proficiency: Microsoft Office, CMMS, DDC platforms, and procurement tools
- Analytical thinking, troubleshooting, and decision-making
- Time and stress management

**Attributes**

- Professionalism, fairness, and strong work ethic
- Cultural awareness and respect for community values
- Flexibility and dedication to public service
- Integrity and accountability in leadership

**Certifications & Requirements**

- Valid NWT Class 5 Driver's License
- 5th Class Power Engineering Certificate (or ability to obtain within one year)
- Pool Operations Certification (or willingness to obtain)
- Refrigeration Plant Certification (or willingness to obtain)
- Criminal records check required
- Journeyperson certification in a building trade (asset)
- Minimum two years of project or contract management experience (preferred)

**WORKING CONDITIONS****Physical Demands**

The Maintenance Coordinator has a physically demanding job that involves lifting and managing heavy equipment. They must work in all weather, including extreme heat and cold. It's crucial to handle potentially dangerous materials safely to avoid contamination or injury.

**Environmental Conditions**

The Maintenance Coordinator works outdoors in various weather conditions, often facing unpleasant sights and smells. They may encounter hazardous substances and must take precautions to protect their eyes and skin. Odd or long hours may be required to complete tasks or oversee evening activities.

**Sensory Demands**

The work environment can be noisy and busy, making it hard to concentrate. The Maintenance Coordinator will use cleaning supplies and handle chemicals that might irritate the skin.

**Mental Demands**

The Maintenance Coordinator works independently and must keep a schedule for facility users. Problems or delays can increase stress, especially when supervising others. It's important to be sensitive to the needs of employees and residents.

I certify that I have read and understand the responsibilities assigned to this position.

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Employee's Printed Name

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Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.