



# POSITION DESCRIPTION

## Qulliq Energy Corporation

TITLE	Asset Maintenance and Planning Coordinator	POSITION NUMBER	A5SI01
REPORTS TO	Facilities Manager	POSITION GRADE LEVEL	G
HOME COMMUNITY	Iqaluit	POSITION TYPE	Term

<b>PURPOSE</b>	The Asset Maintenance and Planning Coordinator provides database expertise in the utilization of the Asset Planner Software (APS). This position is responsible for ensuring the Corporation's leased properties are maintained throughout the term of the lease, and owned facilities are maintained throughout their lifecycle. This position is also responsible for entering and maintaining evaluation and inspection information into the APS, ensuring accuracy for forecasting, budgeting, and implementation of maintenance, and lifecycle replacement plans for corporate facilities.
<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Collaborates with the Manager, Facilities, staff, consultants, and contractors to coordinate evaluations, inspections, renovations, repairs, etc. of corporate facilities.</li> <li>Reviews, analyzes and disseminates information accordingly to address any issues resulting from evaluations, inspections, renovations, repairs, etc. and creates service requests as required ensuring accuracy of information for budgeting, forecasting, and maintenance purposes.</li> <li>Develops scopes of work, and procures goods and services through the appropriate procurement mechanism (Standing Offer Agreements, Local Purchase Order's, Request for Quotes', Request for Proposal's, etc.), in order to sustain or repair QEC's assets.</li> <li>Contributes to the development and modification of facility evaluation/inspections processes in adherence with industry best practices, standards, procurement policies, national building codes, safety regulations and policies, and other related regulations/legislation.</li> <li>Maintains, modifies and verifies facility information within the APS information system.</li> <li>Provides client support for the APS and electronic building access system.</li> <li>Responds to and resolves small to large-scale repairs and maintenance issues and emergencies for both leased and owned infrastructure.</li> <li>Adheres to all tenancy laws with respect to Residential Tenancy Act and internal housing policies and leases.</li> <li>Performs on-call and stand-by duties to ensure emergent concerns are addressed.</li> </ul>
<b>EDUCATION AND TRAINING</b>	<ul style="list-style-type: none"> <li>Post secondary diploma in administration or an equivalent field of study.</li> <li>Certification in asset management is an asset.</li> <li>Project Management Professional (PMP) designation is an asset.</li> </ul>
<b>PRIOR EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Two (2) years of related experience involving a broad range of facilities planning, development and management activities with demonstrated knowledge of facility inspections, building construction, maintenance, mechanical and electrical operations with use in a computerized software platform.</li> <li>Full scope project management experience.</li> </ul>
<b>INTERPERSONAL SKILLS</b>	Interaction is with a variety of people inside and/or outside the organization. Communications are of moderate difficulty and sensitivity. Contact with others may involve detailed and lengthy dialogues and exchanges of information. Interactions typically involve dealing with moderately complicated interpersonal problem situations or stressful encounters.
<b>CONCENTRATION</b>	Work involves a routinely moderate degree of high alertness and concentration to complete job tasks. There are some sensory demands or job requirements for unusual vigilance or attentiveness. The incumbent usually control their own work pace, however, there are some time pressures to finish specific job tasks.
<b>PHYSICAL DEMANDS</b>	Work requires light or a low amount of physical exertion. Freedom of movement exists, and the job does not confine the employee to a fixed body posture. Body movement usually involves sitting and intermittent walking.
<b>SCOPE</b>	There is a moderate degree of job structure. Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions. Employees receive general direction regarding their work; however, discretion and judgment must be used to make decisions, interpret directions, and apply guidelines.
<b>MATERIAL RESOURCES</b>	The incumbent has limited responsibilities for material resources and has a limited amount of control over these resources. The cost of errors is also limited in terms of damage, waste, or financial loss. Problems associated with material resources are not overly complex.
<b>INFORMATION RESPONSIBILITY</b>	Work typically requires a high degree of responsibility for information. The incumbent may use a wide variety of skills for dealing with the information including diagnosing, interpreting, and analyzing the information. The importance of the information is often highly significant.
<b>SUPERVISORY</b>	The incumbent does not provide guidance or supervision to others.
<b>WORKING CONDITIONS</b>	Incumbent will encounter occasional exposure to moderately adverse and undesirable environmental conditions that may require safety equipment and precautions.
<b>AUTHORIZATION</b>	

_____ Senior Manager (Department)	_____ Date	_____ President and CEO	_____ Date
_____ Supervisor	_____ Date	_____ Employee	_____ Date

The content of this position description is intended to describe the general work being performed by the incumbent in this position. It is by no means intended to be an exhaustive list of all responsibilities and activities required of this position, nor could it be. The incumbent will be required to additional work duties assigned by Management. For express clarity, the work activities of any position at QEC will not be limited to the Position Description.