



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Operations & Maintenance Coordinator (Elbow Lake Campus)

Job ID	31-93-1F-D7-B2-BC	
Web Address	https://careers.indigenous.link/viewjob?jobname=31-93-1F-D7-B2-BC	
Company	Queen's University	
Location	Kingston, Ontario	
Date Posted	From: 2024-06-03	To: 2024-07-03
Job	Type: Full-time	Category: Education
Job Start Date	As soon as possible	
Job Salary	\$50,578.00 - \$61,680.00/Year	
Languages	English	

Description

The Elbow Lake Environmental Education Centre (ELEEC) is located about 25 minutes north of Kingston in the Township of South Frontenac and is a focus for extension and outreach activities for the Queen's University Biological Station (QUBS), and for the Department of Biology and the broader University community. QUBS has two campuses: Lake Opinicon, where most research and university-level teaching occurs, and ELEEC, which offers public and school outreach. The ELEEC is a collaboration between Queen's University and the Nature Conservancy of Canada (NCC), whose stewardship regulations apply to the >460 hectares of associated lands. The ELEEC can accommodate up to 45 overnight visitors in 11 two-bedroom cabins and has a communal kitchen, but no cooking staff. ELEEC also hosts the Eco-Adventure Camp, an educational day camp program in July and August facilitated by undergraduate student counselors.

Reporting to the Senior Manager, Program and Administration (QUBS), the Operations & Maintenance Coordinator (ELEEC) is responsible for the maintenance and day-to-day operation of the ELEEC facilities. Duties include facility maintenance, liaising with stakeholders/users, booking and invoicing for facility rentals, and records management (operation schedules, booking calendars, billings, and health and safety records). The Operations & Maintenance Coordinator (ELEEC) is required to confer regularly with the Senior Manager, Program and Administration (QUBS), on all maintenance and operations activities to be undertaken as determined by the Director (QUBS), to minimize overlap, achieve economy in operating budgets and maximize financial contributions for both the Elbow Lake and Opinicon Lake QUBS campuses. The Operations & Maintenance Coordinator (ELEEC) will liaise with NCC with respect to stewardship activities on the ELEEC land base and research requests.

Non-traditional hours, including evening and/or weekend commitments are required during peak periods. The position will be 75% time, with full time hours from mid-April to mid-October, half-time hours for the remainder of the year. Ability to reside on-site during peak periods is a requirement.

Review full job description for key responsibilities and special skills.

- Managing Bookings & Access
- Maintenance & Stewardship
- Accounting & Record-Keeping
- Health & Safety

REQUIRED QUALIFICATIONS:

- Consideration will be given to a combination of education and practical experience in building maintenance will be considered. Minimum 3 years' experience in building and/or performing repairs.
- Experience in trades including carpentry, plumbing (including well and septic systems), and electrical and mechanics would be an asset.
- Computer and office skills, including use of various software including MS Word and Excel. An aptitude for learning new software applications. Some experience with billing, invoicing and customer service is an asset.
- Valid Province of Ontario Class G driver's license required. Experience driving a tractor and piloting various watercrafts an asset.

- Satisfactory Criminal Records Check and Vulnerable Sector Screening required.

How to Apply

Click "Apply Now"

Competition Number: J0524-0999