



## JOB OPENING

### Local Posting

### Manager of Recreation Facilities

*Public Buildings & Maintenance Department*

The Manager is responsible for planning, organizing, and controlling the operations and maintenance of the sports facilities. The role includes supervising maintenance and staff and overseeing the use of the gym, arena, pool, and outdoor recreational areas.

### KEY RESPONSIBILITIES

- Plan, organize, and direct maintenance services, including cleaning, repairs, security, and snow removal
- Ensure staff have the resources needed to enforce facility conduct codes
- Oversee long-term planning for facility equipment and inventory
- Maintain preventive maintenance schedules, record major repairs, and arrange external support
- Ensure proper upkeep of facilities, including the arena, sports complex, outdoor courts, ball field, etc.
- Oversee the assigned department vehicles
- Ensure facility operations comply with fire, safety and building codes and local laws
- Respond to facility-related requests and emergencies
- Report maintenance issues to the Director of Public Buildings and recommend solutions
- Ensure internal facility regulations are established and enforced
- Recommend equipment purchases to support operations of the facility
- Collaborate with CNW departments to implement projects, procedures, and policies
- Develop and maintain positive working relationships with suppliers
- Set service and employee schedules, track progress to ensure timely completion of work orders
- Maintain effective communication within the department, coach, and support team members in their roles
- Perform other related tasks as requested

### QUALIFICATIONS

- High School Diploma with additional training of at least one year in a relevant field
- 3 to 5 years of supervisory experience in facility operations
- Valid Class 5 driver's licence
- First Aid & WHMIS Certified
- Fluency in Cree and English, French an asset
- Good communication, interpersonal, organizational, leadership skills and ability to multitask
- Knowledge of local and provincial regulations pertaining to facilities construction and maintenance
- Knowledge of provincial and federal Occupational Health and Safety Acts

Status: **Regular Full-time / 35 hours a week**  
Subject: **Six (6) Month Probation**  
Salary: **\$35.88 - \$53.81**  
Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **December 22, 2025**, via email to [jobpostings@wemindji.ca](mailto:jobpostings@wemindji.ca) or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0