



JOB OPENING

Local Posting

Capital Asset Coordinator

Public Buildings & Maintenance Department

The **Capital Asset Coordinator** is responsible for the development, implementation, and operations of the maintenance system as per the capital asset management project. The incumbent oversees the public building program that includes capital asset inventory, preventive maintenance and monitoring of the work orders.

KEY RESPONSIBILITIES

- Support the modernization, implementation, and operation of the Capital Asset Management program
- Develop, implement, and monitor preventive maintenance programs for public buildings and mechanical equipment using CMMS software
- Collect and enter data in databases and maintain accurate records of valuable capital asset information
- Assist with coordination of the annual insurance inspections, track and follow-up recommendations
- Review data for deficiencies or errors, correct any incompatibilities and check output.
- Provide research and obtain further information for incomplete documents.
- Respond to queries for information and access of relevant files.
- Comply with data integrity and security policies.
- Generate reports, store completed work in designated locations.
- Participate to the regional forum of exchange with respect to the modernization of capital asset management project.
- Perform other related tasks as requested

QUALIFICATIONS

- High School Diploma with additional training in a relevant field
- 1 year or less experience
- Valid Class 5 driver's licence
- Fluency in Cree and English, French an asset
- Knowledge of local and provincial regulations pertaining to facility construction and maintenance
- Ability to give and follow oral and written instructions

Status: **Regular Full-time / 35 hours a week**

Subject: **Three (3) Month Probation**

Salary: **\$26.78 - \$40.16**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **June 23, 2026**, via email to 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