



Icy Waters Ltd – Aquaculture Farm

Whitehorse, Yukon, Canada

[www.icywaters.com](http://www.icywaters.com)

**HOURS: Full Time**

**LOCATION: Icy Waters Ltd, Whitehorse, Yukon, Canada**

**START DATES: Applications open until April 12, 2019 or until filled**

**ENTRY WAGE: Competitive compensation package, based on experience.**

### **Maintenance Coordinator April 2019**

Icy Waters Ltd. is an aquaculture company dedicated to the development, growth, processing, and sale of premium Arctic Charr and “Yukon Gold” Arctic Charr ova. The 25 + year old Canadian company believes that all employees be directly involved in production from “egg to plate”.

We are seeking a person to fill the position of a full time permanent, hands-on Maintenance Coordinator. This self-starter will have strong technical, organization and communication skills and will work closely with the General Manager, and VP of Aquaculture.

As the Maintenance Coordinator, you will be responsible for all maintenance needs of our facility including production, processing and office areas.

#### **Highlighted Responsibilities:**

- Provide routine daily maintenance to all areas of the facility
- Develop and maintain an effective preventive maintenance schedule
- Identify potential risks and hazards and provide solutions
- Collaborate with staff and management for input and support
- Communicate effectively with service providers, external contractors and inspectors
- Order parts and equipment for projects and general maintenance
- Maintain and manage tools and equipment
- Record and report on daily maintenance activity
- Participate in Health and Safety meetings and support a safe work environment



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- Maintain facility grounds
- Perform other duties as required

**The Qualities and Skills preferred include:**

- Proven ability to perform repair and maintenance, including but not limited to mechanical, plumbing, electrical and carpentry jobs
- Experience trouble shooting systems and infrastructure with ability to plan and execute repairs and maintenance
- Knowledge of legislated codes and policies (eg. Building Code, Fire Code, Occupational Health and Safety)
- Ability to work independently and as team member
- Ability to coordinate and organize multiple priorities
- Good communication and interpersonal skills
- Demonstrate effective problem-solving skills
- Work effectively in a fast-paced environment, sometimes under time constraints
- Physically fit to stand, lift, carry, and to do repetitive work in cold, wet environment, both indoors and outdoors
- Comfortable entering data on a computer and utilizing Microsoft Office software
- Available to work various schedules weekdays, scheduled on call weekends, emergency call -in
- Experience in aquaculture would be an asset
- Ability to communicate in English
- Reliable transportation to report to work
- Proof of ability to work in Canada

Candidate must be able to provide a satisfactory security and criminal record check for the past five years within the first two weeks of hire.

**SEND RESUME TO:** [admin@icywaters.com](mailto:admin@icywaters.com) – Re: Maintenance Coordinator 2019