

Saulteau First Nations

JOB POSTING –Housing Manager

INFORMATION

SFN remuneration includes a group benefits package including a pension plan.

For consideration, interested persons should submit a cover letter, resume and three references.

Please provide evidence of qualifications, skills, and abilities.

For further information, please contact Estelle Lavis at 250-788-7264

DEADLINE TO SUBMIT:
March 01, 2018
Saulteau First Nations
ATTN: HIRING
COMMITTEE
E: HR@saulteau.com

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry in the event of equal qualifications.

Saulteau First Nations (SFN) is a section 10 band within the meaning of the Indian Act. The Band has been formed by the amalgamation of Dunne - Za, Cree, and Saulteau residents. This First Nations community is covered by Treaty 8. The community is located at the east end of Moberly Lake, which is about 100km southwest of Fort St. John on Highway 29. There is one reserve, East Moberly Lake No.169, spread over 3025.8 hectares.

SFN is currently accepting resumes for Full Time Housing Manager

The incumbent performs a variety of roles to support the Saulteau First Nations (SFN) Housing Department to ensure that housing projects, maintenance, and renovations are coordinated, assigned, and implemented within the established guidelines and standards of the SFN and meet the requirements of the Nation.

Duties

- Ensure all work and activities within department are conducted in a safe and presentable manner
- Develop work order systems to meet the need of the housing dept for maintenance and renovations
- Prepares project schedules, cost analysis, permits, and bids
- Works with contractors, and construction management firms for selecting and awarding bids
- Assists in developing five year Capital Plans
- Coordinates, manages, and oversees all housing activities to ensure that houses are maintained, rents are collected, files are kept up to date, tenants are adhering to policy as set out in housing policy and tenant agreements.
- Works with CMHC and INAC to access funds, do necessary reporting to funders
- Manages costs and budgets
- Directs housing staff as necessary
- Works with tenants to ensure that housing inventory is kept in a good standard
- Have knowledge and Inspects and/or assists in inspecting all aspects of construction (e.g. exterior, interior, walls, electrical, roof, concrete, paint, etc.) for ensuring compliance with plans, specifications, according to the BC Provincial Building Codes and/or Federal Building Codes.

Qualifications

- Understand the CMHC program, as well as Construction experience
- Knowledge of the community
- Excellent public relations, oral and written; Interpersonal and leadership skills
- Demonstrated ability to work in a team environment with minimal supervision
- Willingness to learn new skills and upgrade qualifications
- Well-developed planning and organizing abilities
- Ability to deal tactfully with sensitive issues and maintain confidentiality at all times
- Ability to type and efficiently and effectively utilize personal computer; Including Microsoft programs
- Valid Class 5 Drivers
- Ability to work in various weather conditions (conduct field assessments)

SAULTEAU FIRST NATIONS

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