



# Fort Nelson First Nation

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## INTERNAL/EXTERNAL POSTING

<b>Job Title:</b>	Housing Maintenance Coordinator	<b>Posting #:</b>	19-2023
<b>Department:</b>	Community Infrastructure & Safety Services	<b>Grade:</b>	G6
<b>Location:</b>	Office at 2026 Kennay-Yah Rd; Multiple Sites Served	<b>FTE:</b>	1.0
<b>Supervisor:</b>	Housing Manager	<b>Hourly Rate:</b>	\$30.30-\$34.20
<b>Key Duties:</b>	Budgets/Spending, Safety, Security, Contact, Assets, Reporting, Manage People	<b>First Posted:</b>	2023-05-15
<b>Effective Date:</b>	Immediate, full time permanent	<b>Closes:</b>	2023-05-29

### Job Scope

The Housing Maintenance Coordinator is a first line supervisor and is responsible to, and reports to, the Housing Manager. The Housing Maintenance Coordinator plans, organizes, directs controls and evaluates the programs and activities of the assigned service areas, and also directs and controls workers and informs management about work performance, progress, and difficulties. The Housing Maintenance Coordinator is responsible for carrying out the decisions of management, and for planning daily, weekly, and monthly work assignments for workers to complete, as well as overseeing all progress and results, and reporting to management. An additional component of this work is the development of morale in workers, and promptly reporting any worker demands, feelings, and behaviors to management and human resources for resolution. Primary goals are for safe work processes, quality work production, and comprehensive reporting and compliance in all assigned functional areas. The work also includes ensuring security and safeguards for workers, work facilities, work equipment, and work sites.

The Housing Maintenance Coordinator coordinates the construction efforts of affordable housing, ensuring they are timely and up to standard. He/she develops and implements plans for administration of housing projects and procedures for making housing assignments, including assessment of current availability and future buildings. The Housing Maintenance Coordinator is responsible for the oversight of all administrative and management of all FNFN housing assets. This includes managing any services -- rental, work program, and utility assistance or properties -- public housing units or rental home and apartments on housing lists.

### Candidate Profile

The Housing Maintenance Coordinator exercises tact and politeness in worker relations and possesses technical knowledge for the work. The supervisor has excellent interpersonal skills including exceptional communication and engagement skills to gather information and to ask questions and to direct and control the work of subordinates. Informing and engaging employees and gaining their confirmed understanding and cooperation is crucial to the safety of the work, as is engaging employees to build morale. The supervisor has strong written and verbal communication skills and communicates with employees, managers, and citizens, regarding daily work tasks and assignments. This position also communicates with others involved in the work production chain such as, Tradespersons, Paraprofessionals, Professionals, agents and affiliates. Maintains contact with the occupational health and safety committee members, and the general public. This position is responsible for preparing reports for management and occasional reports to Council.



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## Minimum Qualifications

- Mature and professional individual with a minimum grade 12 high school diploma. College certificate or diploma in relevant discipline is considered an asset. Significant relevant work experience will be considered.
- Three (3) years' experience in the field of work with at least one (1) year progressive experience overseeing work teams/crews and support staff.
- Experience overseeing project schedules, workload distribution, workers and budgets.
- Demonstrated knowledge of carpentry basics, and/or Carpentry Level 1 training is considered an asset.
- Experience working with CMHC/ISC funders and associated programs and projects, with demonstrated success in project / proposal development is considered an asset.
- Ability to read and interpret blueprints is considered an asset
- Some experience working with other service providers.
- Experience purchasing, picking-up and delivering supplies.
- Solid interpersonal skills and ability to interact professionally with others and maintain neutral disposition in interactions with others.
- Leadership and team building skills
- Solid communication skills; and ability to listen to understand
- Able to produce business documents (such as proposals) with clearly organized sentence construction
- Ability to prioritize, organize and manage multiple projects and operations, while adhering to budgets and timelines.
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email.
- Willingness and ability to work on call and on weekends as necessary.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccinations
- Ability to provide own transportation to and from work.
- Satisfactory completion of a Police Information Check.
- Valid Class 5 BC Driver's License and drivers abstract is required.

## Additional Information

The following training/certificates and additional assets are preferred, but the Employer may provide training to successful candidate:

- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree.
- Other certificates: WHMIS, OFA1, OHS

## Work Conditions

This work mainly takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. There is a requirement to be on-call and work weekends as necessary. There is a requirement to travel to several sites on reserve. There is a requirement to wear safety boots at all times. Other personal protective equipment may be required when performing specific tasks. Overtime may be required from time to time, as authorized by the manager.

## Application Instructions



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**Closes:** May 29, 2023 at 11:59 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply.\* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.