



Songhees Nation Job Posting

Temporary 2-year full time position

JOB TITLE:	Housing Manager		
Reports to:	Executive Director	Salary Scale:	TBD
Department:	Local Services	Deadline:	Until position is filled

POSITION SUMMARY:

Under the Direction of the Executive Director the Housing Manager performs a variety of roles to support the Songhees First Nation (SFN) Local Services 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. The Housing Manager will also be tasked with preparing planning reports, internal and external communications related to the project, as well as the preparation of major research projects, background or issues papers and is responsible for the collection and analysis of related environmental, heritage, population, housing, transportation, land use and economic data.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 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.
- Understand the CMHC program
- 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
- 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

REQUIRED EDUCATION AND EXPERIENCE:

- Degree or equivalent combination of post-secondary education and experience.
- Experience and certification in Project Management/Property Management are highly desirable
- Minimum 2 years of supervisory experience and supervisory training.
- Knowledge of federal and provincial regulations.
- Valid BC Driver's License, driver's abstract clearance and criminal record check clearance

WORK CONDITIONS

- Office and occasional travel to attend meetings or conferences.
- Manual dexterity required to use desktop computer and peripherals.
- Occasional outdoor work.

Please send resumes to: **Felicity Peters, Human Resource Manager**
Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com