



CAREER OPPORTUNITY – HOUSING MANAGER

We are looking for an individual that shares our community values and supports our vision for a healthy and safe community for our people.

Position:	Housing Manager
Reports to:	Chief Executive Officer
Term:	Permanent Full-time
Start date:	As soon as a suitable candidate is found
Remuneration:	Salary will commensurate with Qualifications and Experience

Bonaparte First Nation, is a member band of the Shuswap Nation Tribal Council of the Secwepemc (Shuswap) people. The Nation is located west of Cache Creek on about 1,878 hectares of land. The Nation is separated into nine (9) sections and has a membership of about 970.

The Nation's main community is on the Bonaparte Indian Reserve No. 3 comprising 704 hectares, with 72 homes on-reserve, home for approximately 250 of our community members.

Reporting to the Chief Executive Officer, the incumbent performs a variety of roles to support Bonaparte First Nation (BFN) Housing Department to ensure that first nation home building, housing projects, maintenance, and renovations are coordinated, assigned, and implemented within the established guidelines and standards of Bonaparte First Nation and meet the requirements of the Nation.

Duties

- Understand and implement Housing Policy in an ethical manner
- Ensure all work and activities within department are conducted in a safe and presentable manner
- Have a strong understanding of Project Management and Project Management tools
- Develop work order systems to meet the need of the housing department. Including but not limited to tenancy agreements, housing inventory, maintenance, renovations, project schedules, cost analysis, permits and bids for tender
- Manage costs and budgets, review financials and general ledgers and adjust accordingly on a monthly basis
- Liaise with community members, contractors, and construction management firms
- Assist in developing five-year Capital Plans
- Coordinate, manage, and oversee 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, ISC and FNHA and other proponents to access funds, and complete necessary reporting to funders
- Assist community members with New Home applications and liaise with ISC/Financial Institutions/Chief and Council
- Direct housing staff as necessary and collaborate effectively with Housing Committee and Chief and Council
- Coordinate and supervisor trade and subcontractors
- 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.
- Exhibit an understanding of partnership and team building systems

Qualifications

- An understanding of community development an asset
- Minimum five (5) years related experience including supervision of subordinate staff, work crews, trades and subcontractors
- Knowledge and understanding of, and the ability to apply, the criteria of the CMHC program
- Construction project management training and experience
- Financial management experience including budget preparation and management of project expenses
- Experiencing preparing bid/tender requests for new construction and renovation projects
- Experience assessing trade contractor bids, negotiating contractor prices, preparing service and trade subcontracts an asset
- Experience coordinating renovation and new construction projects
- Construction experience in related trade(s) an asset
- Knowledge of the community
- Excellent public relations, oral and written communication skills; 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
- Proficient with MS Office Suite programs MS Word, Excel, Teams, Outlook, and Calendar. Experience and knowledge using project scheduling software an asset.
- Experience with Xyntax and/or other accounting software an asset
- Ability to work in various weather conditions (conduct field assessments)
- Valid Class 5 Drivers
- A Criminal Records Check is required

CLOSING DATE: April 16, 2021 4:00 p.m.

The closing date may be extended until a suitable candidate is found.

TO APPLY: Submit a cover letter and resume to:

Patti LeFrancois - Human Resources

St'uxwtewslBonaparte First Nation

2689A Sage Hill Road, Cache Creek, BC V0K 1H0

OR FAX: 250-457-9550 / EMAIL: payroll2@bonaparte.band

While we appreciate all who submit their applications, only those selected for an interview will be contacted.