



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

POSITION TITLE	Manager, Capital and Housing
DEPARTMENT	Capital and Housing
SUPERVISOR	Operations Director/Executive Director
DATE POSTED	April 29, 2019
STATUS	Regular – Full Time
SALARY CLASSIFICATION	Level 8
CLOSING DATE	FRIDAY, MAY 10, 2019

Job Summary:

Reporting to the Operations Director, the Manager, Capital and Housing is responsible for the overall administrative administration, management and delivery of all capital and housing programs, services and properties of the FNNND Capital and Housing Department. The Manager is responsible for the provision of all property and housing units (i.e. Housing Policy and Tenant Agreement) and is responsible for researching, planning, executing, and delivering development of a capital and housing plan ensuring projects are on time, within budget, and in accordance with specifications, and upward reporting to Council on critical tasks that must be performed throughout each project's lifecycle and is expected to do appropriate proposal writing to ensure that funding is available for planning purposes.

Main Duties

The Manager will plan, organize, direct, and control the administration of the activities of the Capital and Housing Department by:

- Ensuring that departmental budgets, work plans, training plans and reports on expenditures are prepared and monitored in accordance with policies and procedures.
- Purchasing and/or replacing capital vehicles and equipment.
- Preparing, amending or updating and implementing the 10 year Capital Plan.
- Negotiating services with other Governments that pertain to Capital / O&M Department.
- Supervising the Foreman/OH &S Officer, departmental staff
- Overseeing departmental programs by reviewing all projects within these programs to ensure they meet goals and objectives of the funder and NNDFN, and that they are within policy and the forecasted budget.
- Coordinate and hold regular departmental staff meetings.
- Ensure that roads are maintained (plowed and graded/bladed at the appropriate time of year (in consultation with the Infrastructure Manager.
- Ensure that all administrative paperwork such as purchase orders, travel claims, time sheets, and logs are maintained and/or processed in a timely and accurate manner.
- Ensuring the smooth implementation of the Housing Policy including ensuring that the Housing Policy is reviewed by tenants and tenancy agreements are signed.
- Work with the Housing Committee to full fill their mandate, including Policy revisions and updates as required.
- Examine policy options, their implications and provide recommendations on the most appropriate course of action.
- Keeping current on changing legislation, building codes, worksite safety and case law as it pertains to the Department.
- Ensure that NND has a capital and housing plan, including options for housing for citizens.
- Assist NND Council with strategic planning and develop new strategies as requested.

- Ensure adequate communications between department and NND staff, council, Senior Managers Team, General Assembly, and NND Contractors as requested.
- Is an ex-officio member of the Housing Committee

Qualifications:

- Certificate(s) in the trades and occupational health and safety is desirable.
- Completion of Grade 10 with experience in the area of carpentry, OR several years of experience in this field, either paid or volunteer service, OR and equivalent of combination of education, training, and work experience, experience working with First Nations.
- Journeyman ticketing preferred
- Grade 12 or equivalent, Class 5 Driver's license, and 2 – 3 years of experience working in similar trades, and in a management/supervisory capacity.
- Ability to establish and maintain good working relationships with staff, contractors, citizens and other agencies and excellent rapport to gain their cooperation and assistance.
- Knowledge of worksite safety and employment law
- Ability to multi-task and work well under pressure
- Ability to work as a team or work well individually
- Ability to act in a diplomatic and confidential manner
- Proven ability to work well with Elders, Chief and Council, Directors and other NND staff
- Good knowledge of the traditions of the Yukon as well as Na-Cho Nyak Dun citizens
- Ability to do task assessment estimating
- Knowledge of building/fire/health codes
- Ability to do water and environmental assessments
- Assessment/Administration of Capital projects
- Ability to plan budgets
- Ability to organize and prioritize tasks and deadlines
- Valid Class 5 Driver's License
- Security Clearance

For a copy of the job description or to submit your Cover Letter and Resume please contact:

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