



## **HOUSING AND PUBLIC WORKS MANAGER**

Department of Housing

Kwikwetlem First Nations

The Kwikwetlem First Nation (KFN) are proud hə́n ǵ əmiń ə́m -speaking (downriver Halkomelem) Coast Salish people, who descend from a tradition of elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. As we look to the future, we seek to care for our community and our traditional lands in culturally meaningful ways. The Band Office is located on Colony Farm Road in Coquitlam, BC.

KFN is committed to economic development to promote the self-determination and long-term growth of the Nation. The Nation's companies are responsible for carrying out all business operations, through companies such as KFN Enterprises LP and Saskay Land Development LP.

### **Essential Functions and Responsibilities**

Provides Housing, Maintenance and Public Works related services for the Kwikwetlem First Nations by planning, developing, implementing, controlling, and evaluating Kwikwetlem First Nation housing and maintenance programs and operations.

- Develop and implement a comprehensive housing plan in conjunction with Chief, Council and Membership
- Complies with applicable federal, provincial and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising the Chief and Council on needed actions.
- Act as a liaison with CMHC delivering Section #95; Section #10, RRAP; HASI housing projects and reporting on same in the timeframe allotted
- Promote preservation of FN Culture
- Establish and maintain a positive relationship with Kwikwetlem FN membership
- Manage and direct all aspects of the department
- Coordinate activities by scheduling work assignments, setting priorities and directing the work of vendors, contractors, maintenance and infrastructure requirements
- Identify memberships training needs and assures that training is provided
- Maintains records, prepares reports and composes correspondence relative to work
- Actively participates in the Community Comprehensive Plan planning housing needs over a 20-year period
- Coordinate activities by scheduling work assignments, setting priorities and directing the work of vendors, contractors, maintenance and infrastructure requirements
- Actively participates in the Community Comprehensive Plan planning housing needs over a 20-year period
- Directs and participates in the establishment, administration and evaluation of programs or services in conjunction with Administration and Chief and Council's input
- Directs and participates in the development, interpretation, evaluation and recommendation of policies, procedures, bylaws and regulations for the effective operations of the programs

- Directs and participates in determining needs and to assist in planning, implementing and evaluating programs
- Prepares and manages departmental budgets
- Developing alternative strategies to address and resolve a variety of issues and problems
- Develops a maintenance plan for all KFN buildings
- May be assigned to represent the KFN at conferences, meetings or give speeches as necessary
- Provides support to committees
- Attend meetings as directed
- Function as contracting officer interfacing with financial institutions, attorneys, accountants, general contractors, consultants etc. as needed
- Anticipate infrastructure maintenance
- Perform other duties as assigned
- Complete minor repairs and maintenance
- Other related duties that may arise from time to time

### **Knowledge, Skills & Abilities**

Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting for FN Communities

- Knowledge of labor relations.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to establish program procedures, policies, or guidelines and to relate these to objectives.
- Ability to organize, evaluate, and present information effectively.
- Ability to formulate plans, procedures, and controls.
- Ability to maintain favorable public relations.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to organize and coordinate the work of others.
- Knowledge of First Nations culture.
- Working knowledge of general, financial, and construction administration; inspection, comprehensive housing planning and housing mortgage and financing.
- Extensive knowledge of CMHC and INAC in relation to funding, proposals and reporting

**Must have valid driver's license**

**Must submit to and pass a criminal background check**

### **Education**

Bachelor's Degree in Public or Business administration field and/or equivalent experience

### **Experience**

Minimum of three-years prior supervisory experience working in the First Nations Housing field.

### **Reports to**

CAO

This position is a fulltime role, and the KFN will pay a competitive salary based on experience. All fulltime employees of the KFN are eligible for employee benefits, as well as participation in a Registered Pension Plan, after successfully completing a 90-day probation period.

If this sounds like a position that matches your skills and experience, then please provide us with your cover letter and resume to [diana@kwikwetlem.com](mailto:diana@kwikwetlem.com).