



Lax Kw'alaams Band

JOB Posting

Manager of Housing

Date Reclassified: June 1, 2017
Business Unit: Administration and Operation
Location: Lax Kw'alaams, British Columbia
Reporting to: Director of Operations

The Lax Kw'alaams Administration and Operation Department has an exciting and immediate opening for a full-time Manager of Housing. This newly created position will primarily be responsible for the planning, implementation, management and review of all Lax Kw'alaams buildings and their operations. He/she must conduct regular building inspections, and ensure all buildings are maintained in good condition and that all permits are in place. When required, the Manager of Housing must schedule maintenance and repair work and is also responsible for scheduling and supervising the operations and maintenance personnel. Further, the successful candidate will review occupancy reports to ensure that applications, selection of tenants and assignment of dwelling units are in accordance with all applicable rules and regulations and with the Director, develop and administer the department budget.

Responsibilities:

Specific Accountabilities

- Serve as a primary point of administrative contact and liaison with other departments in the organization, individuals and internal committees for the Band Administrator and directly assists in resolving concerns, issues and challenges;
- Develop, implement and monitor strategic and operational plans;
- Assist and support the drafting of policies and procedures related to a broad range of matters within the department;
- Prepare and align annual plans with strategic plans, operational plans and budgets;
- Inspect grounds, building and equipment routinely to determine repairs and maintenance;
- Oversee the installation, maintenance and repair of building infrastructures;
- Coordinate the cleaning, snow removal and landscaping operations throughout the community;
- Investigate complaints, disturbances and violations and resolve problems following Lax Kw'alaams housing laws and bylaws, regulation and policies;
- Plan, manage and administer annual operations and maintenance budgets for various community projects;
- Speak with community members, the general public, and address any questions or concerns regarding housing programs;
- Develop reports and statistics on operational progress for the Director, Band Administrator and Council as requested;
- Maintain records of rentals, usage activities, permits, maintenance and operating costs, and property availability;

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- Communicate and promote health and safety policies within the department, in accordance with all Lax Kw'alaams laws and bylaws, federal, provincial and municipal health and safety requirements;
- Attend various meetings as required;
- Direct work activities of the Housing Coordinator, clerical, grounds and maintenance staff. Develop work schedules, assign work, and monitor progress;
- Participate in the recruitment and selection of new employees with the Director;
- Supervise and provide advice, support, guidance, and direction to staff;
- Monitor the performance of staff on an on-going basis and conduct annual performance reviews and discipline, as required;
- Train new staff and ensure staff compliance with company policies and procedures;
- Plan, schedule and coordinate general maintenance, major repairs, remodelling and construction projects;
- Coordinate the construction and repair of houses, buildings and structures, and ensure completion along with meeting all standards, codes and policies;
- Review development proposals to ensure compatibility with land use and zoning regulations, such as compliance with stated Lax Kw'alaams Band goals, of development and acquisition costs, of project operation costs, and future net operating income;
- Develop and implement schedules and procedures for safety inspections and preventive maintenance programs, site and structural designs;
- Assist in the management of building security such as the assignment of keys and alarm codes for approved personnel;
- With the Director, negotiate contracts and service agreements for third party suppliers or service providers;
- Ensure building facilities are compliant with health and safety regulations including local fire codes, accessibility and other relevant building and maintenance legislation;
- Assess operational issues related to building operations and maintenance personnel;
- Perform other duties within the scope of the position, as required.

QUALIFICATIONS:

- A minimum of 5 years of experience in the direct management of housing projects, complex capital projects with responsibility for budget control, estimating and project scheduling;
- Experience with ground-up new construction is a definite asset; ability to read and interpret housing blueprints is an asset;
- At least 3 years of direct supervisory experience, including preparing and managing department and project budgets;
- Sound knowledge of the Residential Tenancy Act, CMHC and BC Housing programs and agreements is a must;
- Bachelor's degree in Business, Administration, Engineering or related field required;
- Knowledgeable about housing programs and associated funding sources and current First Nation bylaws, policies and practices; sound judgment to escalate issues to the Director;
- Knowledge and experience of First Nations political, governance, and community structures and complex funding arrangements pertaining to housing programs and services;
- Strong background in building and housing maintenance and repairs;
- Strong computer knowledge, including proficiency in Microsoft Word, Excel, and PowerPoint;
- Strong public speaking techniques with excellent written, verbal, and telephone communication skills;
- Work cooperatively with other employees, community members, consultants, Council, and the public;
- Able to quickly analyze issues and determine the best course of action using available resources;

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- Some tasks will require the performance of other essential and marginal functions depending upon work location, assignment, or shift;
- Perform other duties as requested by the supervisor.

Work Conditions

- May require the use of personal or Lax Kw'alaams vehicles on company business
- Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record
- Some travel may be required
- Manual dexterity required to use desktop computer and peripherals
- Ability to physically inspect equipment and building
- Able to lift at least 50 lbs.

Classification/Pay Scale

- You can expect a supportive work environment, a total compensation package which includes a competitive wage, extended health and dental benefits, and pension plan.

Submission Deadline:

- Open until filled.
- We invite all interested parties to apply by emailing your cover letter and resume in the strictest confidence to employment_resume@laxband.com. If you require further information, please contact the Band Administrator.