

Housing / Public Works Manager

The Muscowpetung Saulteaux First Nation is seeking a highly motivated and responsible individual for the provision of all/any housing and public works programs and service deliveries within the community. The Housing/Public Works Manager will be responsible for ensuring the maintenance and upkeep of all housing properties, for meeting the needs of the tenants and ensuring that the tenants comply with Muscowpetung Saulteaux Housing Policy.

QUALIFICATIONS :

- The candidate must be a Third Year Journeyman with experienced is required.
- Day to Day operations of housing and public works programs and staff to ensure service delivery is in accordance with established band policies and procedures
- The candidate will develop and implement monthly program budgets, cyclical inspections, renovations, and Capital projects.
- Must have a Knowledge base that consist of building technologies and housing programs, relevant acts, codes and regulations and laws, funding agencies including CMHC and AANDC etc
- Ability to work independently with minimum supervision and/or as a team member.
- Ability to problem solve & negotiate. Must have good decision making skills, along with interpersonal and communication skills both written and verbal.
- Must be able to complete and prepare annual operating budgets, ensure that service delivery and program reports is completed as required by First Nation, Contribution and Funding Agreements.
- A valid drivers and own reliable vehicle.
- Must be bondable and willing to work flexible hours.
- Other duties assigned.

APPLICATION DEADLINE:

July 7, 2014 at 4:30pm

Forward resume with three (3) references that includes most recent employer by mail, fax or email:

Muscowpetung Saulteaux First Nation
c/o Kim Pratt-Human Resource Officer
PO Box 1310 Fort Qu'Appelle, Saskatchewan S0G 1S0
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