



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting Housing and Building Maintenance Manager

Under the direction of Council and the supervision of the Band Administrator, the Housing and Building Maintenance Manager is responsible for all repair and maintenance of housing located on McLeod Lake Indian Band Reserves #1 and #5, and preparing reports for MLIB Housing Committee, Chief and Council, CMHC and Indigenous Services Canada. This position maintains a close working relationship with the Public Works Manager.

The Housing and Building Maintenance Manager oversees all housing **on** McLeod Lake Indian Band (*MLIB*) reserve lands (*for purposes of this job description Housing includes Community Buildings*) and has the following general duties: day-to-day operations of MLIB's housing program, direct supervisor of all Housing Maintenance personnel and the Housing Coordinator. This role also acts as the lead officer for the MLIB Housing Committee. The Housing and Building Maintenance Manager is responsible for the following, (but not limited to) specific duties:

Key Responsibilities:

- Create and maintain a complete and detailed maintenance management database containing historic and current data of the houses, buildings, and facilities. This includes completion of the ISC housing infrastructure report and CMHC reporting including section 95 and the Rapid House program.
- Develop and maintain a work and purchase order system to manage applications for residential housing, housing renovation and housing repair requests from the MLIB members in accordance with policies approved by Council.
- Develop and administer a detailed housing program, budget, policy, and community plan in consultation with the Finance Department Controller.
- Create and maintain an inventory of standard basic housing components including common plumbing, electrical and other common house maintenance parts.
- Develop efficiencies for the management of materials and labour estimates, plans, blueprints and specification development, tendering, contract management, change order management, scheduling, maximization of the use of maintenance personnel, fire safety and related equipment, purchase and storage of tools, equipment and building supplies, management of construction, renovation and repair projects, control systems for purchasing and manpower.
- Ensure that all approvals are obtained from the Fire Commissioner of Canada, Indigenous Services Canada (ISC) and Environment Canada, Canada Mortgage and Housing Corporation (*CMHC*) and all other authorities having jurisdiction or offering funding programs (such as BC Housing) concerning Housing and Community buildings on the McLeod Lake Indian Band.
- Manage all aspects of the housing program using systems, MLIB policies and procedures for the maintenance and new construction of on-reserve housing.
- Supervise and mentor the Housing Coordinator.
- Collaborate with and support the Housing Committee.
- Review and manage housing rent in collaboration with the Housing Committee.
- In emergency situations, assist with the off reserve TCDC housing units.

- Maximize the utilization of Housing & Public Works Maintenance personnel depending on qualifications, training, and experience. As there may be crossover of duties.
- Provides standing financial and program delivery information to the Financial Controller monthly such as: payables for approval each month, budget variance reports, program deficiencies, inefficiencies, and information to assist in program evaluation.
- Arrange to have all interior repairs of all band buildings completed and maintained and collaborate with the Public Works Manager on building exterior repairs.
- With the assistance of the Housing Coordinator, perform regular inspections of MLIB owned rental housing. Identify repairs required to rental properties and arrange for repairs.
- Responsible for issuing work permits to selected contractors and following through on all work contracted to ensure compliance with MLIB policies and procedures.
- Prepare maintenance forecast identifying major future expenses.

Education and Experience:

- Journeyman Red Sealed Carpenter or equivalent trade with knowledge of building codes, contract management and experience in residential/commercial building management and maintenance systems.
- Good user knowledge of computers and computer programs.
- Exceptional communications and administrative skills and proven skills working within a team environment. Good interpersonal skills with members of the community.
- Solid work experience in a managerial position
- A working knowledge of government regulations about on-reserve housing and buildings.

The position will be located at the offices of McLeod Lake and will require in-person work. Transportation will be provided from Prince George or Mackenzie.

We thank all applicants for their interest in MLIB, however, only those applicants selected for further consideration will be contacted.

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mlib.ca

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