



Job Opportunities**Competition # 0120-96**

**Director of Housing & Infrastructure
(1) Full Time Permanent**

THE POSITION:

Reporting to the Director of Operations, and/or BATC Housing Board, the Director of Housing & Infrastructure is responsible for providing housing and engineering advisory service to BATC and its member First Nations. This service shall include support in the areas of planning, design, construction and maintenance of community infrastructure and facilities.

DUTIES AND RESPONSIBILITIES:

- Assist First Nations in the development of major capital and housing projects through planning, procurement of funding and selection of consultants where required.
- Assist First Nations with documentation for Housing & Maintenance.
- Represent BATC at technical meetings ie: FSIN, Housing Commission and Tribal Council Technical Units.
- Provide support to First Nations Project Managers and Housing Coordinators.
- Assist in the development and maintenance of data bases.
- Monitor progress of capital projects and First Nation administration of projects.
- Participate on project teams for major projects.
- Works in collaboration with finance department to prepare and monitor annual budget for the Technical Services unit
- Assist First Nations with the development of five (5) year and (1) year capital plans.
- Assist First Nations with the development of draft housing policies.
- Assist First Nations with the development and implementation of maintenance programs.
- Supervision of staff in Technical Services.
- Co-ordinate the work assignments of the contractors as needed.
- Provide guidance to Technical Services assistant in design and drafting functions.
- Determine training needs for staff.
- Provide INAC with an annual CAIS update and CMBD update.
- Provide guidance and advice to First Nations with respect to policies, procedures and service levels for the operation and maintenance of all on-reserve housing, infrastructure, commercial building assets in accordance with recognized health and safety standards and optimal performance levels.
- Through training and technology transfer, assist First Nation to develop staff in order to become more self-reliant in the areas of maintenance and construction.
- Provide advice to First Nations regarding methods to improve and maintain health safety standards, fire prevention and waste disposal.
- Assist other BATC staff with the delivery and services of programs to First Nations as required
- Other duties as specified by the Director of Operations

QUALIFICATIONS

- College or Trades Program - Journeyman Carpenter is preferred
- Minimum five (5) years of combined skills and experience in carpentry or construction.
- Knowledgeable of housing operations and maintenance
- Good understanding of Capital Asset management
- Previous experience working with First Nations communities is an asset.
- Excellent communication (oral and written) skills.
- Good organizational and time management skills.
- Valid driver's license.

Closing Date: September 30th, 2021 by 4:30 pm – Please Quote Competition # 0120-96

Please submit Resume, Cover Letter and CPIC to:

**Human Resources
Battlefords Agency Tribal Chiefs
1282 101st Street
North Battleford, SK S9A 0Z8**

Phone: 306-446-1400

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all that apply but only those selected will be contacted for interview.