

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

P: (807)938-6684

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EMPLOYMENT OPPORTUNITY HOUSING / PUBLIC WORKS MANAGER

FT/PT Position: 1 Full-time Contract Position Available

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Director of Operations

Closing Date: Friday February 7, 2025

Summary: The Housing / Public Works Manager will be responsible for the provision and maintenance of all Wabigoon Lake Ojibway Nation-owned homes, which includes conducting inspections, coordinating repairs, remaining up to date on relevant legislation as it relates to housing, and working effectively with Wabigoon Lake Ojibway Nation staff, housing partners, and contractors. The Housing / Public Works Manager is responsible for the operation, maintenance, and rehabilitation of WLON's commercial infrastructure, including roads, walking paths, waterworks, wastewater, culvers, street lighting, and indoor and outdoor community facilities.

Duties:

- Conduct move-in, move-outs, and emergency inspections for all Band-owned homes.
- Coordinate repairs, general maintenance, and renovations of Band-owned homes as required.
- Plan, develop, implement, and assign workplans for applicable staff.
- Provide supervision, instruction, and administrative functions to applicable staff.
- Inspect and monitor tasks and projects for quality and ensure timelines are being met.
- Identify and purchase relevant equipment, tools, and supplies.
- Build and maintain relationships with relevant housing partners and contractors.
- Develop, monitor, and revise project budgets as applicable.
- Request, review, and provide input on quotes from contractors and relevant agreements as required or requested.
- Respond to, and manage, crisis and/or emergency situations related to Housing.
- Working as a liaison between Tenants and Chief and Council.
- Assist in the development, implementation, and amendments, as well as adhere and enforce applicable policies, procedures, and tenant agreements as per the Housing Policy.
- Deliver high quality and professional services to the First Nation's utility customers.
- Accurately maintain and complete all necessary paperwork, records, and documents, etc.
- Attend staff meetings as required or requested.
- Attend any required pre-employment training and ongoing training as requested.
- Any other relevant job duties as assigned or required by Chief and Council and the Director of Operations.

Qualifications:

- Completion of Grade 12 diploma / G.E.D. or equivalent.
- Education or experience in Construction, Architectural Technology, Infrastructure or related fields is an asset.
- 2-5 years of supervisory experience within a carpentry, construction, and/or housing environment.
- Must be able and willing to work flexible hours, including evenings and weekends.
- Proficient with computers and software applications, such as Microsoft Office.
- Knowledge of current building code requirements.
- Possess knowledge of the Aboriginal culture, traditions, and way of life.
- Must have good attendance, punctuality, reliability, dependability, and strong work ethic.
- Ability to follow direction, meet deadlines, and maintain organization.
- Must possess a high attention to detail and be able to problem solve.
- Must be willing and able to adhere to strict confidentiality and code of ethics.
- Familiarity with housing programs, such as those provided by CMHC.
- Experience with managing budgets.
- Ability to work well independently and as part of a team.
- Strong interpersonal and communication skills, both written and verbal.
- Must possess a valid G Class driver's license and access to a reliable vehicle.
- Must be willing to submit to workplace drug testing.

Please submit a Cover Letter, Resume, and 3 References (with permission to contact) by:
Friday February 7, 2025 at 4:00 p.m.

Applications can be submitted by e-mail or in-person to:
Wabigoon Lake Ojibway Nation Band Office
Attention: Human Resources
RR#1, Site 115, Box 300
Dryden, ON P8N 2Y4
T: (807) 938-6684 F: (807) 938-1166
E-mail: humanresources@wlon.org

LATE APPLICATIONS WILL NOT BE ACCEPTED.