



EMPLOYMENT OPPORTUNITY

Director of Housing and Public Works

JOB OVERVIEW:

Reporting to and receiving the strategic direction from Chief Sustainability Officer of Fort McMurray #468 First Nation and, the Director of Housing and Public Works, will plan construction projects and oversee their progress along the way in a timely and cost-effective manner. The incumbent will also be responsible for budgeting, organization, implementation, and scheduling the projects for all infrastructures such as new housing construction and maintenance, roads construction and winter maintenance, and parks and street lighting.

RESPONSIBILITIES:

- In compliance with FMFN468's land use planning, oversee and direct road and parks construction projects from conception to completion.
- Plan and review the project in-depth to schedule deliverables, estimate costs, prevent problems, and resolve emerging ones.
- Coordinate and direct the supervision of all Housing Department staff, construction workers and subcontractors
- Select tools, materials and equipment and track inventory
- Negotiate terms of agreements, draft contracts and obtain permits and licences
- Ensure quality construction standards and the use of proper construction techniques
- Identify, manage, develop, and determine community-based housing needs programs and priorities.
- Engage with the FMFN468's by-law committees to oversee the development and implementation of the Housing By-law and/or policies
- Ensure completion of projects according to established standards for quality and budget controls
- Liaise with external housing funding bodies and stakeholders, act as an intermediary where required
- Set a weekly and monthly schedule of what needs to be done and assign housing staff to complete the tasks.
- Represent FMFN468 Housing department at local and national aboriginal housing meetings
- Construct houses and other buildings and maintain a list of all dwellings and residents on the Nation
- Review the work progress daily and prepare weekly and monthly reports for CSO, council and funders
- Prepare reports and financial budgets required for public infrastructure and housing programs.
- Review all documents for new construction projects submissions, monitoring of budgets, agreements, and ensure adherence to program guidelines.
- Monitor the daily scheduling for Fluid haul, supervise water plant and fluid haul crew
- Prepare and monitor budget submissions for repair and construction projects in conjunction with Public Works and Finance department.
- Perform all other duties as required

REQUIREMENTS:

- Degree in construction management, architecture, engineering or related field
- 3-4 years of experience in construction management
- Understanding of CHMC First Nations housing codes and housing development programs
- Advanced knowledge of construction management processes, means and methods
- Project management and estimating experience is required



- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Prior experience working in a First Nations organization is essential
- Knowledge of Housing and Infrastructure funding agreements for First Nations through Government agencies
- Strong preference will be given to an individual who identifies as First Nation, Inuit, or Métis

SKILLS AND ABILITIES

- Effective management skills, with a strong focus on mentoring and motivating employees
- MS Office and computer software applications
- Supervisory and project management skills
- Oral and written communication skills, including public speaking
- Familiarity with construction management software packages
- Knowledge of First Nation Housing policies and procedures governing all of housing activities/requirements

WHY APPLY?

In addition to your Salary/Hourly earnings, we also offer the following:

- Our commitment to accountability, respect for one another, and hard work.
- A benefits package with Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with half-day Fridays
- Employee and Family Assistance Program
- We care a lot about your future, and we offer a defined contribution Registered Pension Plan
- An opportunity to work for a harmonious community with a rich culture that builds its economic and social success

HOW TO APPLY:

By email: hr@fmfngroup.com

Closing Date: Until Filled

Please ensure you indicate the competition #: DHP0522

You can also follow us on social media: Instagram, Facebook, & LinkedIn

<https://fmfn468.com/>

<https://fmfngroup.com/>

Progressing in Equality, Pride, and Prosperity!