



## EMPLOYMENT OPPORTUNITY

### About Ch'íyáqtel

Ch'íyáqtel First Nation (Tzeachten) Council and Administration strive to work with the entire community to preserve and promote our culture, support the educational, social, and economic growth of the community so that the membership and residents can flourish and prosper.

We work together to develop and implement progressive, vibrant, and sustainable programs and services that contribute to the well-being of the Ch'íyáqtel membership and maintain a strong community.

### Position Summary and Key Responsibilities.

Reporting directly to the Chief Administrative Officer (CAO), the Public Works & Housing Manager provides overall leadership, direction and support for the planning, development, delivery, and administration of Ch'íyáqtel First Nation (Tzeachten) community infrastructure, building service, and housing programs and services.

Performs all duties and responsibilities in accordance Tzeachten's policies, standards, practices, and procedures, as directed by the CAO. Demonstrates strong cultural sensitivity with a deep respect for Ch'íyáqtel First Nation culture, traditions language and protocols.

### Program Management

- Provides leadership, direction and support to Infrastructure, Public Works, Building Service and Housing programs and services.
- Plans, manages, and administers the maintenance and operations activities and programs supporting Ch'íyáqtel's infrastructure and housing, including community facilities, buildings, roads, common grounds, elders' yards, cemetery, sports field, recycling, water and sewer systems, and housing ensuring compliance with applicable regulations, safety standards, and policies.
- Facilitates the creation of goals and objectives for the Infrastructure and Housing department in alignment with the CCP and Ch'íyáqtel's strategic plans.
- Works with CAO and Director of Finance with Capital Projects planning in alignment with the CCP and strategic plans.
- Monitors Infrastructure and Housing programs to ensure they meet the needs of the community. Implements changes as required, and in consultation with the CAO.
- Develops, implements, and maintains an Asset Management Plan to ensure longevity in functioning and replacement of Ch'íyáqtel infrastructure and housing assets.

- Develops and maintains a detailed work plan according to seasons and required maintenance of all infrastructure assets.
- In collaboration with the CAO, Director of Finance, and the Lands Manager, manages and administers servicing agreements with the City of Chilliwack.
- Ensures green spaces, common grounds, parks, and the cemetery are maintained and safe. Monitors road conditions in consultation with Indigenous Services Canada (for funding) and the City of Chilliwack when maintenance is required.
- In collaboration with the CAO and the Management Team, Works with outsourced contractors and engineers on a project basis to address community needs and related infrastructure. Ensures infrastructure work is up to industry standards, remains on budget and completed on time.
- Ensures the safe delivery of drinking water to the community and that regular drinking water testing is conducted as required and any issues are addressed immediately.
- Ensures operations and maintenance coverage is available weekends, holidays, and after hours to respond to emergencies.
- Ensures smooth coordination of the maintenance of sports field and facilities and the set up and staffing to support a positive user experience.
- Works collaboratively with the Administrative Services Department to keep current on bookings and schedule Building Services and Maintenance staff accordingly.
- Ensures a healthy and safe work environment for all staff in all Ch'íyáqtel owned facilities.
- Oversees Ch'íyáqtel's Housing program including property management, housing maintenance, repairs, and inspections.
- Manages the administration of CMHC and BC Affordable Housing, ISC housing programs, including the applications for funding housing initiatives such as RRAP and related projects.
- In collaboration with the CAO and Director of Finance and the Management Team, manages all new Ch'íyáqtel Housing residential developments, including funding applications and reporting.
- In collaboration with the CAO, Director of Finance, and the Management Team, provides project management for Infrastructure and Housing projects including the RFP process, setting the construction schedule, general contracting.
- In collaboration with the CAO and Director of Finance, seeks funding for housing renovations and maintenance projects. Prepares project schedules, cost analysis and permits, engaging contractor and trades and facilitates the approval of contractual agreements by the CAO as required for renovations and maintenance.
- Manages escalated complaints and issues with tenants to ensure resolution.
- Manages crisis and/or emergency situations relating to Ch'íyáqtel owned housing and other infrastructure.
- Plans and develops best housing maintenance and repairs educational programs and workshops for all Ch'íyáqtel homeowners.
- Works collaboratively with other departments on shared responsibility areas such as emergency preparedness, environmental management plans, by law issues (i.e. unsightly premises) etc.

### Department Management

- Provides leadership to the Infrastructure and Housing department.

- Communicates effectively and ensures clarity of roles and responsibilities.
- Ensures staff have the tools, training, and resources to accomplish their work.
- Ensures that policies and procedures are understood and followed by staff.
- Ensures a respectful, healthy, and safe work environment including safe work policies and procedures.
- Responsible for hiring, orientation, supervision, training and mentoring of direct reports.
- Conducts regular performance planning and review with employees, providing constructive feedback and managing performance as required.

### Finance and Administration

- Oversees the financial affairs of the department and reports on financial performance in collaboration with the CAO and Director of Finance.
- Develops and manages the annual work plans and budgets for Infrastructure and Housing programs.
- Provides support in the development and submission of proposals for funding and facilitates the approval of the proposals for funding by the CAO upon consultation with the CAO and Director of Finance.
- Oversees the development and submission of financial reports to funding organizations as required.
- Oversees and monitors the administration of funding contracts and agreements.
- Oversees records management for the department and ensures that filing and records management systems are maintained as required by law or policy.
- Maintains a current level of knowledge or related external regulations, laws, requirements and programs.

### Management Team

- Participates as a collaborative member of the Management team.
- Communicates a positive future for Ch'íyáqtel First Nation in ways that gain the support of employees, community, and external partners.
- In consultation with the CAO, provides updates, reports, and support to Chief and Council about Infrastructure and Housing.
- Keeps the CAO, Management Team and Chief and Council apprised of emergent issues.

*Other related duties as assigned.*

## Qualifications

- Trade Qualification in carpentry, construction or related trade or Diploma in Construction management, Project Management, or related field. 5 years of experience with 1-2 years at a management level within program areas. Or an equivalent combination of education and experience.
- Diverse technical and trades experience.
- Experience developing and managing a variety of public works and maintenance programs.
- Experience managing capital projects.

- Satisfactory Police Information Check
- Class 5 Driver's License and acceptable Driver's Abstract.

### Knowledge, Skills, and Abilities

- Strong knowledge of community infrastructure and asset management.
- Knowledge of First Nation housing programs including CMHC, and ISC programs and related policies.
- Ability to build, lead and mentor a team.
- Ability to build and maintain strong relationships with contractors, tenants, community members and service providers.
- Attentive to the Infrastructure and Housing needs of community members.
- Ability to exercise and model a high degree of professionalism and confidentiality.
- Highly developed communication and interpersonal skills including conflict resolution.
- Strong writing skills including report writing.
- Ability to develop plans, policies, and procedures.
- Ability to develop and manage work plans, budgets, and program reporting.
- Intermediate level computer skills including Microsoft Office.
- Strong cultural sensitivity with a deep respect for Ch'íyáqtel First Nation (Tzeachten) culture, traditions language and protocols.

### Working Conditions

Work is performed in an office and in various community locations both indoors and outdoors. Occasional evening and weekend work will be required to support organizational and community needs. Occasional travel out of town to attend meetings or training is required.

**Salary Range:** \$71,000 - \$91,000

**Application Deadline: 4:00PM, March 26, 2024**

Candidates will be screened according to the qualifications, knowledge, abilities, and skills required above. Interested candidates are required to submit a resume and to indicate the job title position above on their covering letter in confidence to:

Ch'íyáqtel First Nation (Tzeachten)  
 Attention: Donna Hall, Interim Chief Administrative Officer (CAO)  
 #100 - 45855 Promontory Road  
 Chilliwack, BC V2R 0H3  
 Email: [donna@tzeachten.ca](mailto:donna@tzeachten.ca)  
 Fax: 604-858-3382

We regret that we will only contact the applicants chosen for an interview. We thank all applicants for their interest in working for Ch'íyáqtel First Nation (Tzeachten).