

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Nation Housing

COMPETITION: SNH-01-03-03-23

DEPARTMENT: Housing

POSITION: Zone Supervisor

DATE POSTED: 03-03-23

SALARY: Based on Education & Experience

DEADLINE: 03-17-23

STATUS:

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 PM (NOON)

General and Responsibilities: Duties include but are not limited to:

The Zone Supervisor is responsible for coordinating all necessary housing repairs and building needs for the specific location area assigned. This role is accountable to ensure proper processes and regulations are adhered to and all repairs or building needs are appropriately taken care of

Duties & Responsibilities: Duties include but are not limited to:

- Ensures that all housing units in the assigned zone are kept up to the required standards and building codes.
- Accountable for all units that require any repairs and preventative maintenance within the assigned zone.
- Required to follow proper procedures for the renovation/repair decision process.
- Seek appropriate resolution for necessary repairs while highlighting the importance of all repairs.
- Championing for required repairs to ensure the priority is communicated and understood.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Knowledge of office procedures. Strong project management skills to be able to plan, organize and implement a construction project. Must be able to read and write construction specifications. Great computer skills including Microsoft Word and Excel. Ability to cooperate, collaborate, and build relationships within a team environment. Demonstrated leadership abilities and strong collaboration with all involved in a renovation project. In depth knowledge of all building codes and renovation practices. Ability to communicate professionally with all stakeholders. Complete understanding and compliance of FAL (Financial Administration Law). Understanding of proper customer service with the ability to showcase a sense of care. Capability to work collectively as part of a team, and proven team player qualities and abilities.

Education and Experience:

- Must have an Alberta Provincial Carpenter's Certificate.
- A minimum of 10 years of experience as a builder in residential construction is considered an asset.
- Inspectors training and / or experience as asset.

Other:

- General knowledge of Blackfoot culture and language.
- Valid Class 5 driver's license.
- Current One Year Driver's Abstract.

Please Contact Human Resources For a Full Job Description

**SUBMIT APPLICATIONS & RESUMES TO
Human Resources.**

Email: recruitment@siksikanation.com

Direct Line: 403-734-5567/5579

