

# Employment Opportunities



**Position:** Zone Coordinator  
**Service Area:** Housing  
**Salary:** Based on Education and Experience  
**Date Posted:** August 11, 2025  
**Closing Date:** August 27, 2025  
**Competition Number:** COO-02-08-27-25

## POSITION SUMMARY:

The Zone Coordinator 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: \*see complete job description\*

- 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.
- Provide frequent updates, verbal and written, on work finished and report on progress of work when requested.
- Ensure all assigned work is being completed as per mandatory building or renovation codes and regulations.
- Oversee project timelines and budget guidelines to ensure all projects are on track with the anticipated schedule and cost projections.
- Take a proactive approach to correct any issues or project concerns and ensure appropriate corrective actions are taken to realign projects and repairs.

### 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

### 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

### Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License

**EMAIL:** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
**CALL** 403-734-5567 or 403-734-5579 to learn more.  
**WEBSITE** [www.siksikanation.com](http://www.siksikanation.com)

**Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.**