

Employment Opportunity



Position: Zone Coordinator
Service Area: Housing
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: June 30, 2026
Closing Date: July 14, 2026
Competition Number: COO-02-06-30-26

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: *Duties include but are not limited to:*

1. Ensures that all housing units in the assigned zone are kept up to the required standards and building codes.
2. Accountable for all units that require any repairs and preventative maintenance within the assigned zone.
3. Required to follow proper procedures for the renovation/repair decision process.
4. Seek appropriate resolution for necessary repairs while highlighting the importance of all repairs.
5. Championing for required repairs to ensure the priority is communicated and understood.
6. Make plans for short-term repair needs as well as long-term repair requirements.
7. Responsible to plan for, coordinate, and schedule preventative maintenance and repairs for all units in the assigned area; Travel to site(s) when needed.

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

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

Other:

Current One Year Driver's Abstract

Current Satisfactory Criminal Records / Background Check

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL 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

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