



## Job Advertisement

### Associate Director of Capital and Housing

#### Natoaganeg First Nation

#### Full Time position

#### Competition 2021-ADCH

*Natoaganeg First Nation is committed to providing their employees with a work environment where they can be at their best and strives to provide a safe, healthy and secure living and working environment for its community members and the general public. To assist us in meeting these goals we are recruiting an Associate Director of Capital and housing.*

**Scope of Position:** The successful candidate shall support and assist the Director of Capital and Housing. He /she shall effectively manage, administer, plan, evaluate and coordinate the human, financial and equipment resources of the community's capital projects, public works, housing construction and maintenance programs that are designed and implemented for the benefit of all community members.

**Responsibilities Include but are not limited to:**

The Associate Director is expected to provide leadership and direction to teams of skilled public works, housing and capital employees. As such, he/she shall create a work environment where employees are at their best and develop teams of well trained, safety oriented and committed employees.

The Incumbent assists the Director safeguard and maintain the overall administrative and financial well- being of the Capital and Housing Department's programs and services. This includes but is not limited to:

- Preparation of comprehensive community infrastructure operations and maintenance(O&M) programs
- Oversee day to day maintenance activities
- Evaluation of community needs, forecasting corresponding budget requirements
- Preparation of budgets and funding proposals
- Tracking, monitoring and reporting budget expenditures
- Managing and administering CMHC programs
- Preparation of reports, requests for proposals, contracts and tenders
- Participation in the tendering process
- Oversee quality of work of contractors to ensure standards, terms and conditions of contracts are being met
- Successfully meet the reporting requirements of chief and council as well as various government departments such as Health Canada, Indigenous Services Canada, Canada Mortgage and Housing Corporation, etc.
- Provision of technical expertise, guidance and advice

Effective communication, and public relations are critical elements of this position. This involves, but is not limited to, ongoing liaison and communication with community members, internal Band Administration Departments, federal and provincial government officials, other First Nations communities/tribal councils and the public as well as participating in relevant advisory committees, boards and internal working groups.

Similarly, the incumbent ensures the Director of Capital and Housing as well as Chief and Council are kept current and well informed of all programs, events and developments He/she shall attend council meetings as requested and provide them with ongoing briefing, status reports and relevant recommendations.

**Qualification Requirements:** Graduation from university in a relevant field such as engineering, business or science program together with considerable related experience successfully leading and managing multi-dimensional capital/housing construction and maintenance programs preferably within a First Nation or Municipal environment together with a good working knowledge of relevant business, financial and data management systems and well versed with federal and provincial government funding processes and reporting requirements. Expertise in the regulations, codes and standards for municipal and housing construction is also a requirement of this position.

A solid understanding of Mi'kmaq culture, values, traditions, territory and socioeconomic conditions is an asset for this position. An equivalent combination of training and experience that includes a certificate in housing and or construction may also be considered.

**Other required training, certification and /or conditions:**

- A current Criminal Record Check
- The ability to travel regionally and out of province
- The ability to sustain physically demanding work
- The commitment to work long hours to ensure the division is able to respond to employee and organizational needs

**Salary:** Natoaganeg offers competitive remuneration that is commensurate with training and experience.

**Competency Expectations**, include but are not limited to:

- Proven ability to build strong working relationships through the implementation of effective communication (oral and written) and consultation strategies is essential.
- Demonstrated organizational skills with strong attention to detail and adept at utilizing effective monitoring strategies to keep abreast of task progress, meet deadlines and ensure targeted goals are met.
- Proven ability to work autonomously with strong critical thinking, independent judgement, problem solving and decisions- making skills.
- The ability to diffuse and address difficult situations and / or individuals.
- Effective negotiation skills.
- Credibility and respect of others earned through successful lifestyle management, personal integrity, strong work ethics and professional behaviors.

**Location:** Corporate Offices: 47 Church Road, Natoaganeg (Eel Ground) First Nation

***Those interesting in applying are asked to submit a resume demonstrating possession of the required qualifications and competencies for the position. Please clearly reference competition 2021-ADCH and forward to eelgroundfirstnation@nb.aibn.com on or before July 16th, 2021.***

***While we thank all who have applied, only those asked for interview shall be contacted.***