

# SIK-E-DAKH

A HEALTHY, SAFE, POSITIVE COMMUNITY THAT IS SELF  
SUFFICIENT NOW AND FOR FUTURE GENERATIONS



## Sik-E-Dakh Job Opportunity: Housing Manager

### Job Description

The Sik-E-Dakh First Nation Housing Manager will manage all of the day-to-day business of residential tenancies on reserve including:

- Coordinate, supervise contractors and service personnel and monitor renovations and new construction
- Engage in residential land use planning, identify housing needs and help develop work plan for new residential projects.
- Create requests for bids, receive quotes, review applications, resumes and investigate references.
- Write contracts & Create MOUs
- Schedule repairs, coordinate contractors, schedule inspections
- Create annual maintenance plan for each house
- Identify health and safety concerns and structural issues
- Inspect appliances- inspect and record serial numbers
- Inspect and assess woodstove, chimney, furnace, water heater
- Arrange for Assessment for Mold & Assess ventilation
- Assess exteriors- foundation, roof, septic
- Inspect yards- refuse, junk cars, rodents
- Research funding, assist with proposals, acquiring quotes, preparing reports, managing data for evaluations, taking photos, coordinating contractors, arrange inspections and follow-up etc.
- Planning and Reporting as required, writing housing updates and newsletter articles
- Monitoring budgets, coordinating contractors
- Address tenant's complaints, dispatch repairs

The Housing manager will report directly to the Band Administrator. This is a 3-5 day a week position 35 that is normally 8:30-4:30, but outside those hours as needed.

Salary will be dependent on experience and certifications.

Please forward your resume and 2 references to [administrator@glenvowell.ca](mailto:administrator@glenvowell.ca)  
or drop it off at the Sik-E-Dakh Band Office.

**Deadline for applications is January 29, 2023 @ 4:00 PM**