



# OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0

*“to be independent, proud, prosperous, unified nation, with our own culture, values, language and land” (Ochapowace Vision Statement)*

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Ochapowace Nation, located in southeastern Saskatchewan, is a progressive nation, focusing on youth development, excellent sports programming, quality education system, community safety and well-being-being, organizational success and professionalism, economic and business success, and proficient governance system. We are seeking an energetic and passionate individual to join our team as the Housing/Public Works Manager.

**Position Title:** **Housing/Public Works Manager**  
**Unit:** Housing/Public Works Office  
**Status:** Full-time  
**Duration:** Permanent  
**Salary:** Commensurate with Ochapowace Nation salary grid  
**Posting Date:** September 7, 2017  
**Closing Date:** **September 21, 2017 at 4:30 p.m.**

**Primary purpose:** The Housing/Public Works Manager is responsible for the administration, management and delivery of the Housing and Public Works programs, services and community properties within Ochapowace Nation, under the terms and conditions of the Ochapowace Nation Housing policy, Canada Mortgage and Housing Corporation (CMHC) and Aboriginal Affairs and Northern Development Canada (AANDC). The Housing/Public Works Manager works under the direction/supervision of Director of Operations and under the guidance of the Housing/Public Works portfolio councillor.

**Job Summary:** The Housing/Public Works Manager is responsible for the provision of all housing and public works programs and services within the community, to ensure the maintenance and upkeep of all housing properties, for meeting the reasonable needs of tenants, and ensuring the tenants comply with the Ochapowace Nation Housing policy and procedures. He/she is also responsible for the administration and management of projects and activities within the Public Works office such as overseeing maintenance of community buildings, capital projects, water, wastewater and infrastructure. He/she is responsible for budget control and supervision of Housing/Public Works staff and resources; and acts as staff to the Housing/Public Works Committee in developing and implementing Housing and Public Works program objectives and policies.

**Qualifications: Education and experience:** Preference will be given to candidate with a diploma in business administration and/or combination of education/training with at least 5 years’ experience in related field.

**Knowledge, skills and abilities:** Knowledge: building technologies and housing programs; relevant acts, codes regulations and laws; funding agencies including CMHC and AANDC; project management, cost estimating and budgeting; knowledge of Ochapowace Nation Housing policy, Ochapowace traditions, social structure and cultural values. Skills: financial budgeting and forecasting; supervisor skills; project planning and management; problem solving and negotiating, conflict resolution and leadership; report writing; good decision-making skills, interpersonal and communication skills both written and verbal; ability: to work within a team, proven ability to work on multiple projects with competing demands to meet deadlines.

Criminal Record Check and Prohibited drug test required with application.

**Please send your resume and cover letter, with three (3) references to:**

Eunice Tanner, A/Human Resource Manager  
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