



Treaty 6  
PO BOX 147 GALLIVAN, SASKATCHEWAN  
S0M 0X0  
Phone: 306-937-2990 Fax: 306-937-7010  
Email: [Reception@sweetgrassfirstnation.ca](mailto:Reception@sweetgrassfirstnation.ca)

## JOB POSTING - Housing Manager

Sweetgrass First Nation is seeking to hire a **Housing Manager** in the Housing Department. **This permanent full-time position is 70 hours a bi-weekly, Monday – Friday, 8:30 am – 4:30 pm**

**POSITION OVERVIEW:** The Housing Manager is responsible for setting housing policies, preparing budgets, managing tenant and homeowner relations and for overseeing new home construction, leasing, home maintenance and renovations. In addition, the Housing Manager manages the implementation of department strategies, and the operations of the work unit, including organization structure, and manages the department's finances and human resources.

### RESPONSIBILITIES:

- Communicate regularly to resolve issues affecting property such as breaches of tenancy and leasehold agreements, renovations or improvements, parking, heating, maintenance, security, insurance, rent payments and the enforcement of rules, regulations, and by-laws.
- Develop strategic guidance and planning tools for the Sweetgrass First Nation housing program, including operation workplans.
- Plan, develop, revise, and implement policies, standards, procedures, and practices relating specifically to the delivery of Housing services.
- Plan, organize, review, and direct the development and implementation of the Housing department's activities (including housing maintenance and repairs) and costs to determine progress toward stated goals and objectives in annual plans and budgets.
- Maintain accurate records of rentable spaces, damage, and security deposits, rent collections and arrears.
- Inspect property with a focus on risk management. Ensure that properties are properly maintained and compliance with applicable codes/bylaws.
- Obtain quotes or bids from contractors for repairs, renovations. and maintenance. Ensure the work has been completed satisfactorily and approve invoices.
- Work with the housing committee on the development of structures, processes, policies, and reporting mechanisms to provide direction to the program, and guide decision-making.
- Direct, supervise, monitor, and evaluate contractors and staff employed in the provision of housing for the community.
- Other duties as assigned.

### TECHNICAL COMPETENCIES:

- Effective communication skills
- Knowledge of building design and maintenance
- Self-directed with a high degree of personal initiative
- Knowledge of office practices, procedures, and techniques
- Ability to develop positive relationships
- Strong computer skills (MS Office)
- Able to work under minimal supervision

### QUALIFICATIONS:

- Post-secondary education in a technical skill or trade
- Training in program and program administration
- 3 years experience in project management with housing projects
- Clear Criminal Record and Vulnerable Sector Check
- Valid Driver's License

If you wish to apply, please send cover letter and resume to the reception by the **deadline date: FEBRUARY 6, 2023**

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**DEADLINE TO APPLY: EXTENDED TO FEBRUARY 6, 2023**