



Keewatin Tribal Council

23 Nickel Road Thompson, Manitoba R8N 0Y4
Ph.: 204-677-2341 Fax: 204-677-0256

Job Title: Housing Advisor

Office Location: Thompson, Manitoba

Employment Type: Full-time Term, to June 2019, with possibilities of extension

Reporting to the Director of Technical Services the Housing Advisor will work closely with KTC communities to coordinate strategic housing planning and conduct initial capacity assessments following a phased approach as outline by the Manitoba Indigenous Housing Capacity Enhancement & Mobilization Initiative.

Duties and responsibilities:

- Act as a liaison between the KTC communities at a community level and Indigenous Services Canada (ISC) Manitoba region.
- Represent KTC as a member of the Manitoba Indigenous Housing Capacity Enhancement Mobilization Initiative (MBIHCEMI) working group and participate in the development of a Terms of Reference (TOR), vision, mission and goals based on consultation and feedback from communities and front line personnel.
- Support KTC communities to enhance capacity of existing housing policies, procedures, governance structures pertaining to housing, etc. Provides recommendations to develop/improve policies, procedures and practices.
- Support KTC communities in processes and provide information for best practices in the areas of: contractors, inspections, Ministered Loan Guarantee's (MLG), and project management.
- Coordinate & provide training and education: home/building maintenance, workshops, construction safety, building codes, etc.
- Train and mentor KTC Communities' - identified housing staff and community members.
- Develop databases and input information as requested.
- Inspects construction and demolition for compliance with approved plans. Building Codes - referenced standards, applicable laws, and good construction practices, within the building, plumbing, and HVAC disciplines, within timeframes specified.
- Inspects damaged or unsafe buildings to determine the extent of damage and the need for repairs/replacement.
- Responds to enquiries concerning requirements of the Building Code and applicable laws affecting construction.
- Attend meetings as requested.
- Liaise with other agencies and organizations regarding regulations and compliance.
- Prepare detailed and accurate reports as requested.
- Provide instruction to contractors, architects, engineers and the First Nation on the regulations and required construction practices.

- Investigate housing related complaints upon request of a KTC community.
- Verify materials and methods of construction to meet approved standards and construction practices.
- Inspect on-site materials and conditions to ensure compliance with Building Codes.
- Review plans and specifications; organize workload, schedule inspections, and document inspection results.
- Offer building code interpretation and advice when solicited.

Qualifications/Requirements Essential

- Post-secondary degree or diploma in a discipline pertinent to the job function such as Architectural technology, building science or civil engineering technology, or an equivalent combination of related education and experience.
- Experience in inspection, review and approval of construction as related to buildings.
- Certified or willingness to work toward certification for a Manitoba Building Official Association (MBOA) certificate within a mutually agreed upon time frame, Thorough knowledge of the National Building codes, Manitoba Building codes, Manitoba Building Code Act.
- Ability to read and interpret plans specifications, codes and by-laws.
- Able to travel when required.
- Must have valid Manitoba driver's license and access to an insured reliable vehicle.
- Strong knowledge/Excellent understanding and application of MS Office programs (Word, Excel, Outlook, etc.).
- Understanding of Aboriginal Cultural Traditions and practices.
- Strong organizational skills, problem solving and conflict resolution skills.
- Ability to communicate effectively verbally and in written form.
- Team player and capability to work unsupervised.

Working conditions

- Willing and able to travel as required must have access to a reliable insured vehicle and valid Manitoba Driver's License.
- Generally, working an office environment, construction sites at times.
- Additional hours beyond the standard regular hours of work may be required at times.
- Any work conducted after regular standard working hours will be banked at straight time.
- Banked time will be taken off in lieu of.

Please forward all applications and resumes, including two (2) references that KTC will contact with applicant written permission to:

Lisa Beardy, Office Manager
Keewatin Tribal Council Inc.
23 Nickel Road, Thompson MB R8N 0Y4
Fax: 204-677-0256
Email: lbeardy@ktc.ca

Applications will be accepted until 4:00 p.m. Friday, January 25, 2019. We wish to thank those that apply for this position but only those selected for an interview will be contacted.