



# 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**

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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.