



EAGLE LAKE FIRST NATION

P.O. Box 1001 • Migisi Sahgaigan • Ontario • P0V 3H0 • Tel. 807-755-5526 • Fax 807-755-5696

EXTERNAL JOB POSTING PROPERTY ADMINISTRATOR Fulltime CONTRACT POSTION

The Property Manager will report to the Chief and Council and will work closely with the Finance Manager, Economic Development Officer and Chief and Council.

The Property Manager performs administrative duties and coordinates activities related to the management of the First Nation Housing asset including new construction, renovations, repairs, and maintenance and occupancy arrangements. The Property Manager is responsible to maintain and improve the quality housing asset and ensure the quality of life for its tenants.

Duties/Responsibilities

- Prepare and monitor program budget.
- Maintain inventory and budget controls.
- Develop and implement work plans
- Prepare revenue and expenditure projections.
- Be knowledgeable of financial plans and funding arrangements and assist in communicating financial information.
- Implement financial decisions and policies as directed.
- Monitor finances/accounts and recommend correction action if required.
- Provide cash management and financial reporting for the Housing Program.
- Enter and maintain Housing Data Base information.
- Compile and maintain financial records ,i.e.; operating expenses and revenues.
- Record and maintain rental receipts, cheques, purchase orders and work orders.
- Coordinate and oversee housing repairs, maintenance, renovations and new construction and ensure completion in a timely manner.
- Monitor progress, workmanship and cost of work.
- Be knowledgeable of applicable laws, standards, building codes, regulations and guidelines.
- Ensure compliance with safe work practices, licensing or certification requirements.
- Reports and remedies any safety/health hazards or concerns.
- Prepare tenders and contracts as required.
- Arrange required inspections of new and existing units, including fire and safety and secure completion certificate reports.
- Document all damages to First Nation property and develop a preventative maintenance program.
- Maintain computerized data.
- Investigate and prepare proposals for new initiatives/alternatives for expanding the housing program.
- Further develop housing selection process and adhere to policy when selecting tenants.
- Coordinate the development of the housing committee and assist with policy development.
- Identify and coordinate Housing Committee training needs.
- Regular communication with Housing Committee for program updates, information, operations and potential issues.
- Undertake training opportunities as required.
- Organize, direct and monitor the day to day operations of the housing program.
- Maintain tenant relations, tenant and unit files and ensure responsibilities are fulfilled.
- Provide tenants with information on a variety of health, safety, maintenance, repairs and preventative issues.
- Provide information to community members regarding housing policies, applications, programs, services, etc.
- Update housing web page on Eagle Lake First Nation web site.

Qualifications

- Secondary School Graduate.
- Previous managerial/ supervisory experience.
- Thorough knowledge of computers and various software programs.
- Financial management experience.
- Proposal writing and budget development skills required.
- Knowledge of building codes, regulations, standards is a definite asset.
- Carpentry Skills or previous building experience required.
- Willing to participate in various training to increase skills.
- Excellent analytical and organizational skills.
- Excellent verbal and written communication skills.
- Positive team player.
- Must possess a valid Ontario Driver's License and access to a vehicle at all times
- Must provide a positive criminal reference check with application.

Interested individuals can submit a cover letter expressing their interest in the position and a detailed resume including 3 most recent references to;

Councillor Patrick Kavanaugh

Box 1001 Eagle Lake First Nation, Migisi Sahgaigan, Ontario P0V 3H0

Fax: 807-755-5696 email: Patrick.kavanaugh@migisi.ca

DEADLINE DATE: Friday June 21, 2019 by 12:00 pm

