



EMPLOYMENT OPPORTUNITY:

JOB TITLE: Housing Manager

JOB LOCATION: Bearspaw First Nation

SUPERVISION RECEIVED: Reports to the Operations Manager

JOB SUMMARY

The Housing Manager is responsible for planning, coordinating, and overseeing housing construction, renovation, and major maintenance projects for Bearspaw First Nation. This position requires a hands-on professional with strong project management experience, extensive trades or construction knowledge, and the ability to train and mentor housing staff and community members.

The role focuses on project delivery, quality control, capacity building, and ensuring housing projects are completed safely, on time, within budget, and in compliance with applicable building codes and funding requirements.

JOB DESCRIPTION

Under the direction of the Operations Manager, the Housing Manager leads housing-related construction and renovation initiatives and supports the long-term development of housing capacity within the Nation. The position plays a key role in coordinating trades, contractors, and internal resources while ensuring high standards of workmanship, safety, and accountability.

DUTIES AND RESPONSIBILITIES

- Plan, coordinate, and manage housing construction, renovation, and major maintenance projects from start to completion
- Develop project scopes, work plans, schedules, timelines, and cost estimates
- Prepare and review project documentation including permits, bids, contracts, and cost analyses
- Coordinate, supervise, and evaluate contractors, tradespeople, and construction firms
- Conduct site inspections to ensure work meets Provincial and Federal Building Codes, safety standards, and approved plans
- Apply hands-on trades knowledge (e.g., carpentry, electrical, plumbing, roofing, concrete, finishing) to assess quality of work and resolve issues
- Train, mentor, and support housing staff and community members in construction, renovation, and maintenance practices
- Establish and improve systems for tracking work orders, projects, materials, and costs
- Manage project budgets, monitor expenditures, and support financial reporting requirements
- Liaise with CMHC, ISC, and other funding partners to support project delivery and reporting obligations
- Promote and enforce safe work practices across all housing-related activities
- Maintain accurate project records, reports, and documentation

EDUCATION, SKILLS, AND QUALIFICATIONS:

- Demonstrated experience in **project management** within housing, construction, or infrastructure environments
- **Strong trades background** with hands-on experience in residential construction and renovations
- Ability to inspect and assess construction work across multiple disciplines (interior, exterior, structural, electrical, roofing, concrete, etc.)
- Experience supervising contractors and coordinating multiple trades
- Proven ability to **train, mentor, and build capacity** within a team or community setting
- Knowledge of CMHC programs and Indigenous housing funding frameworks is an asset
- Strong planning, organizational, and problem-solving skills
- Effective communication, interpersonal, and leadership abilities
- Working knowledge of Microsoft Office applications
- Ability to work independently with minimal supervision
- Willingness to learn new skills and upgrade qualifications

- Experience working in First Nation Communities is required
- Knowledge of the community and Stoney language are considered assets
- Valid Class 5 Driver's Licence

EMPLOYMENT CONDITIONS:

- Clear Criminal Record Check and Vulnerable Sector Check
- Possession of a valid Class 5 driver's license

WORKING CONDITIONS

- **Hours per Shift:** 7 hours
- **Shift Pattern:** Full Time
- **Length in Shift in Weeks:** 35 hour per week

HOW TO APPLY

- Interested applicants may submit their resume **on or before the posted deadline** to: Bearspaw First Nation
c/o Bearspaw First Nation Human Resources
- Email: dorotas@bearspawfirstnation.com