



Ta'an Kwäch'än Council

A	<u>Position Title:</u>	Manager of Housing and Infrastructure
	<u>Department:</u>	Housing and Infrastructure
	<u>Supervisor</u> :	Executive Director
	<u>Date:</u>	January 2021
	<u>Status:</u>	Regular Full-time

B **Job Summary:**

Reporting to the Executive Director, the Manager of Housing and Infrastructure has the responsibility for assisting the Housing Commission and the Council in planning, developing, and implementing policies and programs for the overall management of the Ta'an Kwach'an Council's housing and infrastructure related activities. The Manager of Housing and Infrastructure will ensure that the housing and infrastructure policies and procedures are followed. The Manager of Housing and Infrastructure is responsible for accomplishing TKC's housing and infrastructure development goals and objectives and for ensuring that these goals and objectives are provided to the community in an effective, cost efficient manner. The Manager will also develop, organize, and monitor all housing and infrastructure records and database systems and evaluate and assess these systems for efficiency.

C **Main Duties:**

- Develops a comprehensive needs assessment of TKC's housing and infrastructure requirements and monitor on an ongoing basis.
- Conducts regular audits of TKC's existing housing and infrastructure and determines maintenance and energy efficiency upgrades required.
- Participates in the development of Housing Commission Terms of Reference and the recruitment of Commission members.
- In consultation with the Policy Analyst, provides appropriate technical assistance and research to the Housing Commission on the development of TKC's Housing and infrastructure policies and procedures.
- Identifies potential housing and infrastructure program/project partnership opportunities, participates in negotiation of partnership agreements, and recommends approval to the TKC Council.
- Develops, researches, analyzes, and recommends plans for TKC's housing and infrastructure programs and projects to meet the requirements for TKC Citizens.
- Reviews and makes recommendations and provides Department management on all proposed infrastructure and housing projects within TKC's settlement land including residential, commercial, and industrial projects. Works in consultation with TKC's Lands department.

- Prepares annual workplan and budget for the department.
- Maintains program budgets and records and prepares budget reports as directed by the Executive Director.
- Prepares and presents monthly reports (statistical analysis, proposals, reports and special projects to the Executive Director, Housing Commission, Senior Management Committee and TKC Council when required, and submits an annual report to the General Assembly.
- Develops, implements, and maintains public and community relations' activities related to TKC's housing and infrastructure activities.
- Ensures strict adherence to the TKC Constitution, Policy and Procedures.
- Participates in Staff and Management meetings to ensure adequate communication linkages are maintained.
- Coordinates regular Housing Commission meetings and ensures decisions and recommendations are presented to the TKC Council.
- Ensures that revenues are generated to support related operating expenses and that housing expenditures are within approved budgets and goals.
- Prepares in preparation of proposals for funding.
- Provides expert technical advice and training on Housing maintenance, renovations and energy efficiency to staff, tenants and homeowners.
- Maintains and prioritizes Housing wait lists based on established policy criteria.
- Maintains TKC water and wastewater systems in accordance with requirements of authority having jurisdiction. Arranges for required testing and reporting.
- Organizes, implements, and monitors Maintenance Management Program and systems.
- Authorizes work orders and purchase orders on housing and infrastructure projects as per Finance Act Policy.
- Recruits consultants, selects or recommends, negotiates contracts as approved and or directed by the Executive Director.
- Monitors performance and processes invoices, reviews draft and final reports, determines whether work has been completed according to contract specifications.
- Prepares, negotiates, and monitors authorized contracts and tender proposals for housing repairs and projects in conjunction with and with approval from the Executive Director.
- Networks with regional Yukon Housing Authorities and agencies and other First Nations to collaborate on program initiatives and opportunities.
- Meets with a variety of citizens, governmental representatives, technical experts, and developers on housing issues facing TKC.
- Works with the Federal, YG, City of Whitehorse, Private Business Sector and Industry on option development, joint program planning and revenue recovery, information exchange, intergovernmental relations and municipal and territorial issues.
- Recommends housing policy approaches to legislation, urban development, and improvements to the TKC Council.

- Provide annual workplan and forecast annual department budget for approval.
- Supervision of all Housing and Infrastructure staff.
- Assist in training needs assessment, ensuring operational requirements are met.
- Conducting annual performance reviews to identify further training requirements.
- Conduct house inspections as required of all TKC owned rental properties.

Other Job Duties:

- Willingness to attend relevant courses in Whitehorse and/or in other locations elsewhere in the Yukon and outside the Yukon
- The Manager of Housing and Infrastructure participates in the efficient and effective operation of the Management Team, which governs the administration activities of TKC. The key activities of the Management Team include preparing and reviewing budgets; preparing work-plans, policies, and procedures for the TKC; and ensuring that all activities and efforts of the Management Team reflect the direction of the Strategic Plan.
- Other duties as assigned.

D Impact / Accountability:

Prioritizing and monitoring work associated with TKC housing and infrastructure projects is the responsibility of the Manager of Housing and infrastructure. Policies and procedures not followed may create inconsistencies within the housing and infrastructure function and result in program objectives and requirements not being achieved. Lack of care in following legislation and standards can result in hazards to safety and health.

E. Decision Making:

Objectives for this position are developed in conjunction with the Senior Management Committee and the Executive Director but are approved by the Council through the strategic planning process and annual Workplans.

The Manager of Housing and Infrastructure is responsible for managing the housing and infrastructure functions within TKC under the direction of the Executive Director.

The Manager of Housing and Infrastructure is responsible for advising on decisions that relate to TKC housing and participating in negotiating agreements related to the Housing program and projects which could have a significant financial impact within the organization.

This position works jointly with TKC Housing committee and together they devise new approaches and courses of action.

F. Key Personal Contacts and Nature of Contacts:

Who	Why
Elders	Traditional cultural rules apply
TKC Citizens	To provide advice and direction to, Report to General Assembly Accept applications and consult with citizens during rental housing application process, and during rental tenancy.
Council	May be asked to provide advice or prepare reports
Chief/Deputy Chief	May be asked to provide advice or prepare briefings/reports; to exchange information on strategies developed for housing issues
Executive Director	To receive direction from and report to
Senior Management Cttee.	Part of and encourage interdepartmental activities
Housing Commission	To provide advice and direction to
Federal, YG, Private Business sector and industry	To exchange and receive information. Act as a liaison for TKC First Nations
F.N. Organizations	To provide and exchange information
Contractors	Discuss terms of contract and monitor progress of contracts issued, project management

G Positions to Supervise:

- All Positions in the Department as directed by the Executive Director.

H Working Conditions:

This position is located in a normal office environment with a requirement for meeting constant and critical deadlines, difficult problem-solving tasks and dealing with people. The incumbent will work with staff, commission members, Citizens, and contractors in high-pressure situations, and in an environment characterised by rapid change and adaptation. Some travel will be required to perform field assessments.

I **Qualifications:**

Education & Experience:

- Post-Secondary Education in Property Management, Housing Administration, Business Administration or First Nations Management, or an experienced Red Seal Tradesperson.
- Knowledge of accounting principles and practises and contract administration.
- Knowledge of Computer Programs (MS Office) and data base management.
- Ability to follow, implement and enforce policies and goals.
- Knowledge of existing housing programs, building codes and other various housing policies.
- Knowledge and experience in developing and working with First Nations including knowledge of social structure in TKC, families, and the social conditions and social dynamics prevailing in the community.
- Knowledge of water and wastewater legislation, regulation, and standards.
- Knowledge of TKC history, culture, language, demographics, goals & aspirations.
- Knowledge of First Nation Government (land claim & self-government agreements, TKC Constitution).
- Knowledge of process for policy development, setting standards, and developing regulations.
- Knowledge of Federal, Territorial, and other funding sources.
- Knowledge of project management principles and practices.

Specific Skills:

a) Technical Skills:

- Proposal writing, report writing, letter writing and research skills
- Budget preparation and budget management skills
- Project Management skills
- Policy and procedure development skills; reading and interpreting acts, regulations, standards, etc.
- Ability to do presentations internally or externally
- Ability to analysis and recommend problem-solving approaches

b) Office Equipment Skills:

- Ability to operate computer (E-mail, word-processing, spreadsheet, database) with familiarity with a variety of data processing software

c) Management Skills:

- Excellent administrative, planning, development and training skills, including time management, organizing, implementing, controlling, reviewing operational and strategic plans, budgets, projects management, opportunity assessment and systems for 'good government'.

d) Interpersonal Skills:

- Excellent team management skills
- Conflict resolution and mediation skills
- Negotiating skills
- Ability to foster trust, acceptance and interest in the development and implementation of housing policies and procedures
- Co-ordination and facilitation skills
- Motivational skills
- Public speaking skills

J Personal Suitability:

- This position requires an individual who can provide advice and training on housing policies and procedures, able to establish good cooperative team working relationships with staff, tenants, community members, contractors, and service agencies. Tact, judgement, and diplomacy are essential skills to ensure effectiveness in performing this function. The incumbent must be able to maintain confidentiality due to the nature of information and data retained in the function.

K CONDITIONS OF EMPLOYMENT:

- Security Clearance check
- Values and Ethics Code of Employees
- Valid driver's license
- BOMI Certification (Building Owners and Managers Institute Certification – takes 2.5 years if 3 courses are taken per year) or willingness to obtain same within three years of hire.

L Job Description Approval:

I approve this job description as being representative of the work required and that the responsibilities identified have been delegated.

Executive Director

Date

I have read and agree with this job description.

Incumbent

Date