



## Ta'an Kwäch'än Council

**A**    **Position Title:**                    Assistant Housing Manager  
**Department:**                        Housing and Infrastructure  
**Supervisor:**                            Manager of Housing and Infrastructure  
**Date:**                                        May 2026  
**Status:**                                      Regular Full-time

**B**    **Job Summary:**

Reporting to the Manager of Housing and Infrastructure, the Assistant Housing Manager has the responsibility of assisting the Manager with the implementation of policies and programs for the management of the Ta'an Kwach'an Council (TKC) housing related activities. The Assistant Housing Manager helps to fulfill TKC's housing development goals and objectives and helps provide hands-on services to the community in an effective, cost-efficient manner. This position will also assist, as directed, with the development, organization and monitoring of all housing records and database systems and will help to evaluate and assess the systems for efficiency.

**C**    **Main Duties:**

- In conjunction with the Manager the incumbent will develop a needs assessment strategy of all TKC's ongoing housing and infrastructure requirements to be reviewed and reported on quarterly.
- In collaboration with the Manager the incumbent will conduct a comprehensive housing audit of TKC's existing housing and determine a maintenance schedule and all energy efficiency upgrades required.
- Assist with the research, development, and analysis of recommended plans for TKC's housing programs and projects to meet the requirements for TKC Citizens.
- Review, make recommendations, and provide project management on all proposed housing projects within TKC's settlement land including residential, commercial, and industrial projects. Works in consultation with TKC's Lands department.
- Assist the Manager in developing and maintaining program budgets and records and prepare budget reports as required and directed.
- Assist the Manager in preparing and presenting monthly reports (statistical analysis, proposals, reports and special projects to the Executive Director, Housing Committee and TKC Council when required, and submit an annual report to the General Assembly.
- Develop, implement, and maintain public and community relations' activities related to TKC's housing activities.
- Ensure strict adherence to the TKC Constitution and the Policy and Procedures manual.

- Participate in staff meetings to ensure adequate communication linkages are maintained.
- Assist the Manager in the preparation of a 5-year capital plan and update the plan as required and directed.
- Assist the Manager in monitoring authorized contracts and tender proposals for housing repairs and projects.
- Network with regional Yukon Housing Authorities and agencies and other First Nations to collaborate on program initiatives and opportunities.
- Provide technical support regarding capital project
- Assists the manager with overseeing all municipal services such as water delivery, sewage and garbage removal, road plowing etc.
- Oversee the vehicle-maintenance tracking process by managing a comprehensive spreadsheet to ensure all departmental vehicles are kept clean, safe, and compliant with health and safety standards, including scheduling annual servicing, tire replacements, oil changes, and other required upkeep.
- Conducts proactive funding research to identify, evaluate, and pursue federal, territorial, and other external funding opportunities that support Housing Department programs, including analyzing eligibility criteria, monitoring upcoming grant cycles, and preparing information needed for funding agreements.

**Other Job Duties:**

- Willingness to attend relevant courses in Whitehorse and/or in other locations elsewhere in the Yukon and outside the Yukon
- Other duties as assigned.

**D Impact / Accountability:**

The Assistant Housing Manager will perform a critical support role to the Housing and Infrastructure Manager and is expected to serve as Acting Housing and Infrastructure Manager during periods when the Manager is absent.

**E. Decision Making:**

Objectives for this position are developed in conjunction with the Manager of Housing and Infrastructure and are incorporated in the department's annual work plan. The Assistant Housing Manager is responsible for participating in decisions that relate to TKC housing. The Assistant Housing Manager is also responsible for helping the Housing and Infrastructure Manager identify suitable training opportunities.

**F. Key Personal Contacts and Nature of Contacts:**

Who	Why
Elders	Traditional cultural rules apply
TKC Citizens	Under guidance of Manager of Housing and Infrastructure, to provide advice and direction
Chief/Deputy Chief and Council	Under guidance of Manager of Housing and Infrastructure, may be asked to aid with advice or prepare reports
Executive Director and Management Team	Under guidance of Manager of Housing and Infrastructure may be asked to aid with advice or prepare briefings/reports; to exchange information on strategies developed for Housing issues
Housing Committee	Under guidance of Manager of Housing and Infrastructure, attend meetings to observe
Federal, YG, Private Business sector and industry	Under guidance of Manager of Housing and Infrastructure, may be asked to provide assistance with advice or prepare reports
First Nations Organizations	Under guidance of Manager of Housing and Infrastructure, provide advice and direction
Contractors	Under guidance of Manager of Housing and Infrastructure, exchange and receive information. Act as a liaison for TKC First Nation. Under guidance of Manager of Housing and Infrastructure, discuss terms of contracts and monitor progress of contracts issued, project management

**G Positions to Supervise:**

- In an acting capacity will supervise on occasion: Carpenter Maintenance Lead hand, Maintenance and General Workers, casual, and summer positions and contractors

**H Working Conditions:**

This position fluctuates between a normal office environment and on-site work with a requirement for meeting constant and critical deadlines, difficult problem-solving tasks and dealing with people. The incumbent will work with staff, committee members, Citizens, and contractors in high-pressure situations, and in an environment characterized by rapid change and adaptation. Some travel will be required to perform field assessments. Valid driver's licence is required.

## **I Qualifications:**

### Education and Technical Knowledge:

- Post-secondary training in property management, building technology, construction management, business administration, a relevant trade, or a related field.
- Good understanding of building systems, maintenance operations, and asset management principles.
- Knowledge of landlord–tenant legislation, regulatory requirements, and housing-related compliance standards.
- Proficiency with MS Office, database management tools, and digital record-keeping systems.
- Hands-on experience in property management, maintenance coordination, or asset management roles.
- Demonstrated ability to manage contractors, oversee capital projects, and coordinate maintenance activities.
- Skilled in contract coordination, procurement processes, and vendor oversight.
- Strong research abilities, including identifying funding opportunities and preparing supporting documentation.
- Excellent oral and written communication abilities, including preparing reports, correspondence, and presentations.
- Confident delivering internal and external presentations to staff, tenants, community members, and partner organizations.
- Proven ability to build cooperative working relationships with tenants, staff, contractors, and community agencies.
- Demonstrates tact, sound judgment, diplomacy, and professionalism in sensitive or complex situations.
- Ability to maintain strict confidentiality when handling sensitive information.
- Strong organizational and time-management skills, with the ability to prioritize competing demands.
- Skilled in analysis and problem-solving, including assessing issues and recommending effective solutions.
- Capable of evaluating operational needs and proposing improvements to processes, systems, or service delivery.
- Understanding of TKC history, culture, language, demographics, goals, and community aspirations.

## **K CONDITIONS OF EMPLOYMENT:**

- Security Clearance check
- Values and Ethics Code of Employees
- Valid drivers license

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

\_\_\_\_\_  
Manager of Housing and Infrastructure

\_\_\_\_\_  
Date

I have read and agree with this job description.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date