

# Rainy River First Nations – Job Posting

## **PUBLIC WORKS COORDINATOR** – JANUARY 2024

Permanent Full-Time



Reporting to the Public Works Manager, The Public Works Coordinator is responsible for assisting the Public Works Manager in the administration, management and delivery of all housing programs, services, and property management for Rainy River First Nations. Additionally, the Public Works Coordinator participates in project coordination regarding housing, construction and other projects as required.

### **PRIMARY ACCOUNTABILITIES**

- Duties shall include assisting the Public Works Department as directed with all aspects of his/her duties, including those responsibilities which may require labour intensive work and they may include as follows;
- Assist in keeping minutes from Housing, Operations and Maintenance meetings.
- Assist in overseeing all new construction and renovation to ensure up to code.
- Set up tenders and work with contractors, (electrical, plumbing, construction) for selecting and awarding bids for new construction or renovations.
- Manage CMHC housing programs.
- Work in collaboration with advisory services to inspect homes.
- Oversee all housing activities are maintained, rents collected, files kept up to date, tenants adhering to housing policy and tenant's agreement.
- Oversee and ensure all housing files are maintained and recorded in Asset Management software, to be accessed via phone or computer.
- Attend to tenant calls to determine the issue and assign appropriate action (ie. Plumbing, electrical, construction)
- Assists in coordinating projects regarding housing, construction or other projects as required.
- Assists in the tender/RFP process.
- Organizes, records and participates in planning meetings, update meetings and reporting as required.
- Promote and develop a positive and progressive relationship with all community members by maintaining contact with all tenants and other private home owners and establishing good working relationships with all program staff.

### **POSITION REQUIREMENTS**

- Diploma or Degree in Construction or Architectural or Engineering;
- Equivalent of Grade 12 diploma and five (5) years' experience within a carpentry/construction environment;
- Must be familiar with office equipment, computer technologies and various other software programs;
- Knowledge of Rainy River First Nations particularly the operations and maintenance, community infrastructure and assets of the First Nation.
- Criminal record check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract.
- Adherence to Rainy River First Nations' drug testing policy.

### **PERKS & BENEFITS**

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

### **HOW TO APPLY**

Please submit applications with cover letter and current resume to: [hr@manitourapids.ca](mailto:hr@manitourapids.ca) by **February 16, 2024**. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

**2022-2025**

### **Rainy River First Nations Chief & Council**

*We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.*

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit [www.rainyriverfirstnations.com](http://www.rainyriverfirstnations.com)

