



# Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500  
Port Hardy, BC, V0N 2P0  
Administration Office Phone: (250) 949-8625  
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## Housing & Public Works Department Manager

**Department:** Housing & Operations & Maintenance

**Reports To:** Executive Director

**Location:** Wuikinuxv Village, Rivers Inlet, BC

**Employment Type:** Full-Time, Permanent (4-Month Trial Period)

**Salary:** \$75,000-90,000, based on experience

### Position Summary:

The Wuikinuxv Nation is seeking a reliable, proactive, and community-minded individual to serve as the Housing & Public Works Department Manager, supporting the overall Operations & Maintenance (O&M) Department. This leadership role is critical in ensuring the delivery of safe, efficient, and well-managed housing and infrastructure services for the Wuikinuxv community.

This position will begin with a 4-month trial period, during which the candidate's suitability and capacity to fulfill the responsibilities will be assessed. A formal performance review will be conducted annually thereafter.

The Manager will oversee day-to-day coordination and long-term planning of housing maintenance and development, water and wastewater systems, road and solid waste services, facility management, and related infrastructure needs. Working closely with a small operations team, this position ensures that community services meet the standards and priorities of the Nation.

### Key Responsibilities:

#### Operations & Maintenance Support

- Lead and support the Operations & Maintenance Department in planning and delivering core services such as roads, water, waste, and public facility upkeep.
- Provide direction to O&M staff including municipal operators, maintenance workers, and contractors.
- Monitor service delivery to ensure safety, effectiveness, and responsiveness to community needs.
- Ensure that all work aligns with Wuikinuxv policies, funding guidelines, and applicable regulations.

**Housing Program Oversight**

- Manage housing maintenance, repairs, tenant support, and new builds or renovations.
- Maintain accurate housing records, including tenancy, work orders, and maintenance history.
- Coordinate housing inspections and ensure compliance with health, safety, and building standards.
- Work with tenants to resolve concerns, provide education, and encourage upkeep responsibilities.

**Planning & Project Management**

- Develop annual and long-term workplans and budgets for housing and public works operations.
- Assist with capital projects, including funding applications, implementation, and reporting.
- Support emergency repairs and infrastructure planning with a preventative maintenance approach.

**Staff Supervision & Administration**

- Supervise and support O&M staff, ensuring clear work plans, regular feedback, and team collaboration.
- Maintain clear records of operations, safety logs, maintenance schedules, and asset inventory.
- Provide regular updates and reports to the Director of Operations and Executive Director.

**Community Engagement**

- Respond respectfully to inquiries or concerns from community members regarding housing and infrastructure.
- Collaborate with other departments such as Health, Education, Finance, and Governance to coordinate cross-functional services.
- Help ensure that the Nation's infrastructure reflects and supports cultural and community values.

**Qualifications:****Required:**

- Post-secondary education in operations, construction, public works, property/housing management, or a related field; or equivalent experience.
- Minimum 3–5 years of experience in infrastructure services, housing, or facilities management.
- Strong leadership and supervisory experience, especially in small teams.
- Excellent communication, organization, and record-keeping skills.
- Experience managing budgets, scheduling, and reporting.
- Valid Class 5 Driver's License.

**Assets:**

- Experience working in Indigenous communities or remote locations.
- Familiarity with CMHC, ISC, or provincial housing/infrastructure programs.
- WHMIS, First Aid, Small Water Systems Operator training, or willingness to obtain.

- Experience with asset management systems and O&M planning tools.

**Salary & Benefits:**

- Competitive salary based on experience and qualifications
- Extended health, dental, and pension benefits after probation period
- Paid training and professional development opportunities
- 4-month trial period with ongoing support and feedback
- Annual performance review to support success and growth in the role

**Why Work with Us?**

- Be a part of a close-knit, vibrant community that values cultural preservation, environmental sustainability, and community well-being.
- Make a meaningful impact by helping to ensure that our members have safe, comfortable, and well-maintained homes.
- Work in a supportive, collaborative environment with opportunities for growth and development.

**How to Apply:**

Please submit your resume and a cover letter detailing your experience and why you are interested in this position to **Malista McIntyre at** [executive\\_director@wuiinuxv.net](mailto:executive_director@wuiinuxv.net).

**Applications will be accepted until August 21, 2025.**

Wuikinuxv Nation is an equal opportunity employer. We encourage applicants from all backgrounds, especially those with experience in Indigenous communities, to apply.

We thank all applicants for their interest, but only those selected for an interview will be contacted.