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ANCIENT SPIRIT, MODERN MIND

Employment Opportunity

Housing Maintenance Manager
(Full-time, Permanent)

Position	Housing Maintenance Manager
Location	Port Alberni and Anacla Government Offices; HFN housing locations and project sites as required
Scope	Full-time, Permanent
Reports to	Director of Infrastructure & Capital Projects
Salary/Starting Wage	$80,000 - $95,000 per year, based on qualifications and experience and the applicable 2026 HFN Manager/Specialist wage grid
Benefits	Benefits in accordance with the final employment agreement, employment status, and applicable HFN policy or plan terms
Schedule/Hours	Full-time, 37.5 hours per week; travel, outdoor site work, and occasional evenings and weekends as operationally required
Application Deadline	Open until filled

FUNCTION AND JOB SUMMARY

Huu-ay-aht First Nations Government is seeking an experienced and organized Housing Maintenance Manager to coordinate budgets, planning, repairs, maintenance, and project delivery for designated HFN housing. The position supports both on- and off-Treaty Settlement Lands (TSL) housing for HFN and Huu-ay-aht citizens and also works with the Huu-ay-aht Housing Society on repair and maintenance requirements for subsidized housing.

Reporting to the Director of Infrastructure & Capital Projects, the Housing Maintenance Manager plans and prioritizes maintenance work, supports annual and project budget forecasting, coordinates contractors and materials, develops preventive maintenance approaches, maintains accurate maintenance records, and works closely with Infrastructure staff, project leads, and the Housing Society to ensure housing-related work is delivered safely, efficiently, and in accordance with applicable requirements.

KEY ACCOUNTABILITIES

- Oversee assigned budgets, grants, and financial tracking associated with HFN housing maintenance and related projects.
- Support annual fiscal planning and budget forecasting for housing operations and capital or maintenance projects.
- Develop and implement preventive maintenance plans for designated HFN and Housing Society housing.
- Coordinate repairs, maintenance, and project delivery in collaboration with the Director of Infrastructure & Capital Projects, project staff, and the Housing Society.
- Plan, schedule, prioritize, and manage maintenance activities and related projects to support safe and reliable housing.
- Maintain confidentiality, neutrality, accurate records, and a performance-focused approach aligned with Huu-ay-aht values and organizational goals.

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JOB DUTIES

- Plan, schedule, prioritize, coordinate, and monitor repairs and maintenance for designated housing.
- Create and maintain preventive maintenance plans and schedules and monitor completion of required work.
- Monitor assigned housing budgets and support forecasting, reporting, and planning for annual and project expenditures.
- Coordinate, oversee, and manage contractors, consultants, trades, and service providers engaged for maintenance or project work.
- Work with the Director of Infrastructure & Capital Projects, project staff, and the Housing Society to ensure infrastructure and housing work is delivered as intended.
- Acquire or coordinate required tools, materials, labour, and contractors for scheduled maintenance activities within approved budgets and procurement processes.
- Record maintenance activities, work orders, inspections, and related information within HFN asset-management or maintenance systems.
- Prepare or approve purchase orders and related requisitions where authorized.
- Monitor work for compliance with applicable occupational health and safety requirements, building codes, regulated inspection and maintenance requirements, HFN policies, and approved procedures.
- Communicate with residents, staff, contractors, and service providers respectfully and professionally and ensure maintenance concerns are tracked and followed through.
- Perform other related duties as required to support housing maintenance and infrastructure operations.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent.
- Demonstrated carpentry, building maintenance, construction, or related trades knowledge; Carpentry Red Seal or Blade Runner Program training is considered an asset but is not required.
- Project-management training or relevant practical project-management experience; PMP certification is considered an asset.
- Experience managing budgets, forecasting expenditures, and reporting on project or annual operating budgets.
- Experience organizing, managing, and communicating maintenance, repair, construction, or project activities to meet established objectives and timelines.
- Proficiency with Microsoft Word, Excel, Outlook, and related office and record-management systems.
- Strong oral and written communication, organization, problem-solving, contractor-coordination, and customer-service skills.
- Ability and willingness to obtain job-related training or certification identified as necessary for the role.

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OPERATIONAL REQUIREMENTS

- Valid Class 5 driver's licence or equivalent.
- Ability to work outdoors and in inclement weather when visiting, inspecting, or supervising project and maintenance sites.
- Ability to operate an HFN vehicle and travel to housing locations, worksites, vendors, and HFN offices as required.
- Willingness and ability to work occasional overtime, including evenings and weekends, when required by maintenance emergencies, projects, or operational needs.
- Ability to safely move through active maintenance and project sites and comply with site-specific health and safety requirements.
- Successful completion of reference and background checks appropriate to the role.
- Ability to maintain confidentiality, discretion, and professional neutrality at all times.
- Commitment to Huu-ay-aht values and the Sacred Principles of ʔiisaak, ʔuuʔałuk, and hišuk ma c̓awak.

HOW TO APPLY

Submit to:

Human Resources
Huu-ay-aht First Nations Government
Email: hr@huuayaht.org
Mailing Address: 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4

Please include Housing Maintenance Manager in the subject line.

Application deadline: Open until filled.

Applications will be reviewed as they are received, and qualified candidates may be interviewed on an ongoing basis while the posting remains open.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Preference may be given to qualified Huu-ay-aht citizens, qualified Indigenous applicants, and applicants with experience working in First Nations, modern treaty, or self-governing Indigenous government environments.

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HUU-AY-AHT VISION, MISSION, AND VALUES

Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. ʔiisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, and deliver social, cultural, and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics - be prepared, on time and ready to work
- Ethics - be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them - clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

RESPECT

- Golden Rule - Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette - remember the common courtesies, kindness, and compassion
- ʔiisaak
- Observe protocol and ceremony

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0
Phone: 1.888.644.4555 / 250.728.3414 Fax: 250.728.1222
Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646