

Construction Management Advisor—Métis Urban Housing Corporation

Locations: Edmonton

Positions : 1

Closing Date: Until a suitable candidate is found

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Urban Housing Corporation (MUHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 1982** to provide **subsidized, adequate and suitable** housing to low and moderate income Indigenous families in Alberta. We currently have 507 units in 14 **urban centres** funded by the Federal Government through Alberta Seniors and Housing. MUHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**. For more information about Métis Urban Housing and it's sister organization Métis Capital Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

The Construction Management Advisor will work with the Senior Director of Operations to build the organizations assets, develop asset management strategies and plans, develop models and tools and identify process improvements in any aspect of asset management and assist with infrastructure planning.

KEY RESPONSIBILITIES

Working under the supervision of the Senior Director of Operations, the Construction Management Advisor will perform the following job duties, including but not limited to:

- Assist with preparation of the Replacement Reserve Report annually for budgeting and planning purposes.
- Leads in the development and implementation of asset maintenance policy for all Métis Housing assets.
- Develops, recommends and administers policies, procedures in support of grounds and building maintenance operations, implements and monitors compliance with processes.
- Administer procurement and fiscal management activities associated with the building and grounds, including RFP's, Tendering, and Contracts. Acquire trades and professional assistance, monitoring spending on project and cost account basis.
- Assist the Senior Director of Operations in the preparation of business cases on asset development as required.
- Research new products, laws, regulations to effectively manage departmental responsibilities.
- Oversee and issue contracts to external contractors.
- Ensure compliance with all zoning laws and regulations.
- Lead in creating integrated spaces, minimizing disruptions to overall business operations, improving working conditions.
- Develops project charters as required, including Gantt charts, RACI, communication plans, change control plans, completion plan, quality control and measure plans.
- Financial Management—preparation of annual asset management work-plan.
- Community Relations—liaise with community associations, agencies and stakeholders.

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QUALIFICATIONS

Education

- B. Eng. in civil engineering and 5—10 years related experience in the construction industry including experience as a construction supervisor or field superintendent is required

Professional Designation

- PMP is an asset but not a requirement.

Knowledge, Skills, and Abilities

- Policy and strategy development
- Asset inventory architecture, information management and maintenance systems
- Risk analysis and management
- Asset investment planning, decision making and management
- Maintenance management
- Levels of service and performance framework development
- Evaluate impact of strategies on people, profit and planet
- Triple bottom line evaluation
- Management systems development, review and auditing
- Business change management/business process improvement
- Experience in project management related to infrastructure asset management
- Experience working together with diverse teams including engineers, administration, operations, maintenance staff and managers
- Aptitude to apply your knowledge across any infrastructure including water, power and facilities
- Excellent written and spoken English and presentation skills
- Experience in asset management application training in an asset

WORKING CONDITIONS

Works in an office environment usually work a standard workweek. Travel throughout Alberta, therefore time is spent away from family.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development
- Competitive compensation

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.