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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Housing Coordinator</b>
Location:	TBD – one of the Division's Area Offices
Start Date:	As soon as possible
FTE:	8 hours/day, 5 days/week, 12 months/year
Term of Employment:	Permanent
Salary:	\$100,319.07 to \$110,733.48 per year
Unionized/Non-Unionized:	Non-Unionized
<b>Application Deadline:</b>	<b>Friday, July 4, 2025</b>

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Under the direction of the Manager, Facilities and Maintenance, and in collaboration with the Area Superintendents, the Housing Coordinator is responsible for overseeing the operations and maintenance of Divisional housing. The incumbent will ensure that the properties are safe, comply with relevant regulations and are maintained to a universal standard.

### **QUALIFICATIONS**

- Provincial trade certification, with experience in house construction.
- Valid Manitoba Class 5 Driver's license and ability to travel extensively throughout the Division
- Experience in property management, large capital projects, business administration, project management, or related field.
- Experience with computer software and tools that would be used for work order management, budgeting and scheduling.
- Previous experience with conflict resolution and mediation.
- Leadership experience and ability to motivate a team.
- Previous experience working in rural and northern communities would be considered an asset.
- Strong understanding of applicable current building codes, regulations, and Workplace Safety and Health compliance requirements.
- Knowledge and experience with building permit application processes
- Knowledge of property management principles and practices.
- Basic knowledge of financial management and budgeting.
- Familiarity with maintenance and repair processes.
- Excellent interpersonal, communication and customer service skills.
- Strong organizational and multitasking skills
- Detail oriented with demonstrated problem-solving skills.

### **DUTIES AND RESPONSIBILITIES**

- Ensures Divisional housing complies with health, safety, and housing regulations.
- Addresses housing building deficiencies.
- Coordinates maintenance/repair activities and presents options for process improvements.
- Conducts regular assessment reviews/inspections of all divisional housing.
- Prepares and manages budgets for property maintenance.
- Develops and implements property management policies.
- Maintains records of property activities, finances, and other relevant documents.
- Manages vacant properties to ensure that they are maintained for future use or removed/relocated
- Works with Area Superintendents and Area Maintenance Supervisors to manage short and long-term housing requirements.
- Participates in the development and management of budgets for building operations and capital improvements.
- Maintains data records for all divisional housing including all transactions, inspections, and maintenance performed.
- Manage other capital projects as assigned by the Manager, Facilities and Maintenance.
- Travel to all Division communities will be required.
- Performs other duties as assigned.

Applications should include a cover letter, current resume and a list of three professional references including contact numbers.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.*

*By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:

Human Resources Department  
30 Speers Road, Winnipeg, MB R2J 1L9  
Fax: (204) 258-2068  
Email: [hr@fsdnet.ca](mailto:hr@fsdnet.ca)

