

**Kitasoo Xai'xais Nation
Operations Manual**

**Section 8
Housing & Public Works**



Updated Version: August 30, 2023

Section Eight Housing & Public Works

Contents

8.01	Housing & Public Works Program	2
8.02	Housing & Public Works Department Organizational Structure.....	2
8.03	Housing Committee	2
8.04	Housing Committee Meetings	2
8.05	Housing & Public Works Department Job.....	2
8.06	Hiring & Firing	3
8.07	Housing & Public Works Department Financial Information.....	3
8.08	Housing & Public Works Department Service Delivery Information	3
8.09	Housing & Public Works Department Compliance	3
8.10	Housing Program Policies and Procedures	3
	Appendix A: Housing & Public Works Department Organizational Chart	5
	Appendix B: Housing Committee Terms of Reference	6
	Appendix C: Agenda Meeting of Kitasoo Housing Committee	12
	Appendix D: Kitasoo Housing Committee Meeting Sample Minutes	13
	Appendix 8E: Job Description: Housing & Public Works Department Manager.....	15
	Appendix 8F: Job Description: Housing Coordinator	17
	Appendix 8G: Job Description: Community Buildings Night Watchman	19
	Appendix 8H: Job Description: Water Treatment Plant Operator.....	20
	Appendix 8I: Job Description: Public Works Projects Maintenance Coordinator.....	22
	Appendix 8G: Job Description: Garbage/Waste Removal Operator.....	23
	Appendix 8G: Job Description: Waste Recovery Coordinator	24

8.01 Housing & Public Works Program – KXN delivers the Housing & Public Works Program to the membership with such services as may be more particularly specified in the approved Housing & Public Works Program budgets, and Housing Policy as may exist from time to time. The Housing Authority is the department responsible for housing. Public works is the department responsible for public works.

8.02 Housing & Public Works Department Organizational Structure – The organizational structure for the Housing & Public Works Department is shown on the Housing & Public Works Department Organizational Chart in **Appendix “8A”** with lines of authority as indicated.

8.03 Housing Committee - The Housing Committee is made up five (5) adult members of the Kitasoo Xai'xais Nation. Two (2) of the Committee members are appointed by Chief & Council with one of the appointee being the Councillor holding the Housing Portfolio. The remaining three (3) Committee members are elected by the membership. All Committee members serve on the Committee for a term of two (2) years. The Terms of Reference of the Housing Committee describing their role and responsibilities are as contained in **Appendix “8B”**.

8.04 Housing Committee Meetings – The following applies with respect to the Housing Committee Meetings:

- a. **Standing Meeting** – The Housing Committee meets monthly in accordance with the Schedule of Standing Meetings, and such further other meetings as may be approved by Council;
- b. **Standing Agenda** – The Standing Agenda for the Housing Committee meetings is as contained in **Appendix “8C”**;
- c. **Standing Chairperson** – The Housing Committee appoints one (1) of their numbers as the Standing Chairperson for the Housing Committee meetings which person holds such position until otherwise changed by the Housing Committee. The duties of the Housing Committee Chairperson are set out in the Housing Committee Terms of Reference;
- d. **Standing Secretary** – The Standing Secretary for the Housing Committee meetings is selected from among their numbers, and can be changed from time to time;
- e. **Minutes** – The Housing Committee keeps the minutes in a standard format similar to the sample minutes as contained in **Appendix “8D”** and the management of such minutes are subject to the procedures as contained in the Operations Manual;
- f. **Committee Operations** – The Housing Committee operates in accordance with the rules contained in the Terms of Reference of the Housing Committee.

8.05 Housing & Public Works Department Job Descriptions - The job descriptions for the personnel working within the Housing & Public Works Department are as follows:

- a. **Housing & Public Works Department Manager** attached and marked as **Appendix “8E”**;
- b. **Housing Coordinator** attached and marked as **Appendix “8F”**;

- c. **Community Buildings Night Watchman** attached and marked as **Appendix “8G”**;
- d. **Water Treatment Plant Operator** attached and marked as **Appendix “8H”**;
- e. **Public Works Projects Maintenance Coordinator** attached and marked as **Appendix “8I”**;
- f. **Garbage/Waste Removal Operator** attached and marked as **Appendix “8J”**;
- g. **Waste Recovery Coordinator** attached and marked as **Appendix “8K”**;

The job for each of the above is determined at the time each such person is hired, which job description is in writing. Each job description for the Housing & Public Works Departments Personnel incorporates by reference the provisions contained in the Operations Manual and approved Housing Policy. The Housing and Public Works Department Manager may vary the above job descriptions from time to time in consultation with the Human Resources Officer, and in the event a new job is created then the approval of the Council is required.

8.06 Hiring & Firing – The following are the hiring/appointment and firing/removal rules as they relate to the following positions:

- a. **Housing & Public Works Department Manager** - The Housing & Public Works Department Manager is hired and dismissed by the Council on the recommendation of the General Manager and Housing Committee in consultation with the Human Resources Officer. If the Department Manager is dismissed, the Department Manager may request that the Council reconsider
- b. **Housing Coordinator** – The Housing Coordinator is hired and dismissed by the Council in consultation with the Housing & Public Works Department Manager, Housing Committee and Human Resources Officer. If the Housing Coordinator is dismissed, then the Housing Coordinator may request that the Council reconsider.

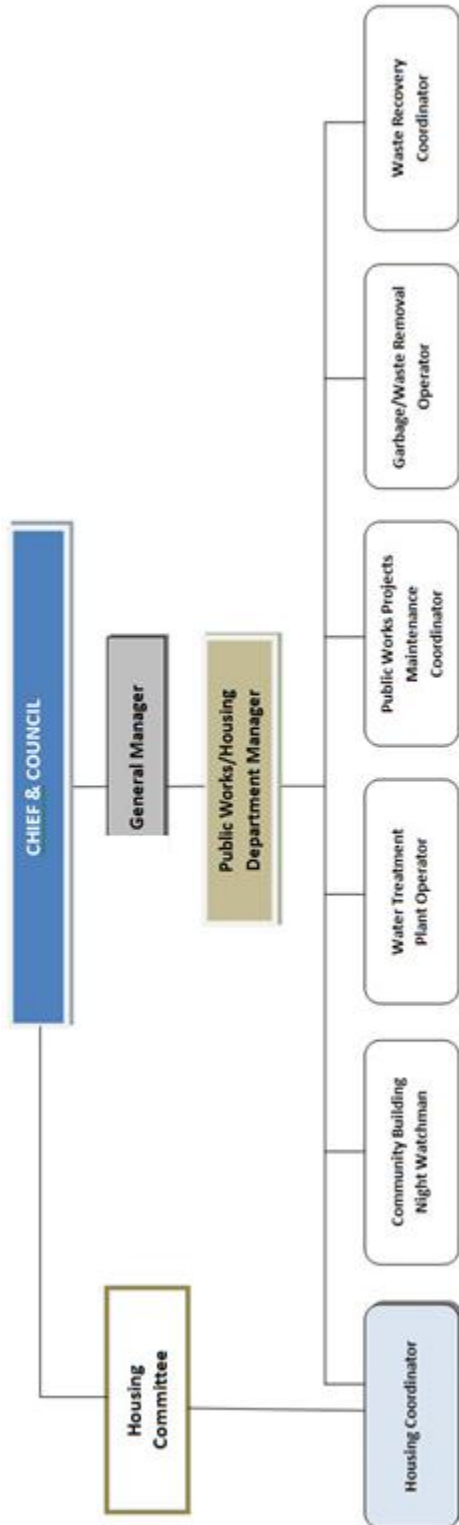
8.07 Housing & Public Works Department Financial Information – The Housing & Public Works Department Manager and the Housing Coordinator implement and follow the Financial Information Flow as described in the Operations Manual, subject to the direction of the Finance Officer.

8.08 Housing & Public Works Department Service Delivery Information – The Housing & Public Works Department Manager and the Housing Coordinator prepare a monthly Service Delivery Status Report that is delivered at the monthly management meeting with the General Manager as per the Service Delivery Information Flow specified in the Operations Manual, subject to the direction of the General Manager.

8.09 Housing & Public Works Department Compliance – The Housing & Public Works Department Manager, the Housing Committee and all Housing & Public Works Department Personnel comply with the provisions contained in the Operations Manual.

8.10 Housing Program Policies and Procedures - The Housing Policy can be obtained from the Housing Authority. Amendments can only be approved through a Band Council Resolution. Either the Council or the Housing Authority may propose amendments. Proposals will be provided to the Band membership for review and comment prior to passage by Band Council Resolution.

Appendix A: Housing & Public Works Department Organizational Chart



Appendix B: Housing Committee Terms of Reference

1. Housing Authority and Committee Responsibilities

In order to fulfil its mandate, the Housing Authority and Committee has the following responsibilities:

a. New Housing Issues – The investigation, review and resolution of matters brought before the Authority by the Housing Authority or by Band members. The Committee will resolve the issues by making decisions where the decision is within the Authority’s jurisdiction; developing and recommending to Council policy to deal with the issue; or by referring the matter to Council by way of making a recommendation.

b. Reporting – The Housing Committee will submit copies of all Authority meeting minutes to the Council as per the meetings minute information flow contained in the Operations Manual. The Housing Authority or Committee may be asked to provide reports to the Band membership at General meetings as requested by Council. All information from *in camera* meetings will be kept confidential.

c. Policies and Procedures - The Committee, in conjunction with the Housing Coordinator, are responsible to Council for the development of Housing Policies and Procedures. These policies and procedures are then submitted to the Council for approval. Once approved, the Committee is responsible for ensuring that the Housing Authority implements and enforces the policies and procedures. The Committee is also responsible for the ongoing review of established policies.

Policies and procedures shall include, but not be limited to:

- i. Home Ownership;
- ii. Housing & Tenant Selection;
- iii. CMHC Social Housing Program;
- iv. Section 10 Housing Program (Assisted Mortgage Program);
- v. Rental Housing Program;
- vi. Operation Charges;
- vii. Housing Emergencies;
- viii. Insurance;
- ix. Maintenance and Repairs;
- x. Home Renovations;
- xi. Rental Community Planning;
- xii. Appeals;
- xiii. Infrastructure.

d. Five Year Housing Plan - The Committee is responsible for the development of a five year on reserve housing plan. The plan will include planned new homes to be constructed, planned renovations and a proposed arrears management strategy. The plan may include recommendations for additional rental development if required.

e. Finances - The Committee is responsible for monitoring the annual housing budget after it has been approved by Council.

f. Authority – The Committee has no authority with respect to the management of KXN Employees. The Committee also has no authority to sign or enter into a contract with any third parties. All matters relating to service contracts must be referred to Council. The Housing Committee makes recommendations to Council.

g. Physical Development Plan - The Authority is responsible for working within the existing Physical Development Plan.

h. Distribution of Information - The Committee members will be responsible for the distribution of Authority communications and information to the community.

2. Structure, Appointment and Removal

- a. Structure** – The Housing Committee consists of five (5) members. Two members are appointed by Council, one of whom is the Councillor holding the Housing Portfolio (the “Council Appointees”). The Government Appointments are made through a Band Council Resolution. Three members of the Housing Authority are elected by the community at a General Meeting. All Housing Committee members are in position for a two-year term commencing on the day of the election and/or appointment.
- b. Qualifications** – The selection of a Council Appointee is determined in the absolute discretion of the Council. Community members who possess the following recommended qualifications may be qualified to become a Housing Committee member:
- i. Is an adult member of the Kitasoo Xai’xais Nation and is qualified to vote in the Council elections;
 - ii. Be in good financial standing with the Housing Authority;
 - iii. Is not a current employee working within the Kitasoo Xai’xais Housing & Public Works Department;
 - iv. Is a full time tenant of Klemtu;
 - v. Has a strong interest in enhancing the housing services for the community.
- c. Removal and Resignation** - Such persons remain members of the Housing Committee for the term of office until disqualified from being a Housing Committee member under the Housing Authority Terms of Reference or the Operations Manual Section 11 Code of Conduct and Managing Conflicts of Interest. Otherwise, Council Appointees can be removed by Band Council Resolution and elected Housing Committee members can be removed by a community vote.

- d. **Vacancy** - In the event of a vacancy on the Housing Committee, the Housing Committee Chairperson will advise Council and Council will appoint someone to fill such vacancy within thirty (30) days of receiving notice of such position becoming vacant. Until the position is filled, the Housing Committee can hold meetings provided that a quorum is present. The next appointed person will go to, whoever is next on the housing election list.
- e. **Disqualification:** A member of the Housing Committee is disqualified from holding office for any of the following reasons:
 - i. Term expires;
 - ii. Not being in good standing with the Housing Authority for owing rent other charges;
 - iii. Being absent for three (3) consecutive Housing Committee meetings, unless the majority of the balance of the Housing Committee declare, in writing that the reason of such absenteeism is acceptable;
 - iv. Declared mentally incompetent;
 - v. Is convicted of an indictable offence while being a Housing Committee member, with such member being suspended from holding office from the date such charges came to the attention of the Housing Authority until such charges are disposed by law. A suspended Housing Committee member does not have to be replaced during the suspension period;
 - vi. Resigns.

3. Quorum – A simple majority of the Housing Committee members present at a meeting constitutes a quorum to hold a meeting, and a simple majority of the Housing Committee members present at a meeting is required to pass motions. A majority of the Housing Committee may pass written motions in counter-part at any time.

4. Chairperson – The Housing Committee appoints one of their members as the Standing Chairperson for the Housing Committee, until changed by the Housing Committee. The Chairperson conducts the following duties:

- a. Preside at all Housing Committee meetings;
- b. Establish and distribute the Agenda for each Housing Committee meeting;
- c. Rule on questions of order at Housing Committee meetings;
- d. May set specific time limit for discussion on any matter before the Housing Committee or may require certain procedures prior to the matter being discussed;
- e. Possess the same rights as other Housing Committee members in the matters of offering resolution, proposing motions, and the like and shall have the right to vote on all motions;
- f. Call special meetings of the Housing Committee once approval is obtained from Council;
- g. May appoint any Housing Committee members to a representative position on special committees as required;

- h. Is responsible for notifying all concerned parties about all Standing and Special Meetings of the Housing Committee;
- i. Forwards records of Committee members attendance to payroll;
- j. In the event the Chairperson is absent for a meeting, Committee members present must pass a resolution as a first order of business, appointing a temporary Standing Chairperson to preside over the meeting from their number. The motion must be duly recorded in the meeting minutes. The temporary appointed Chairperson shall have the duties outlined above.

5. Secretary - The Standing Secretary for the Housing Committee is selected from among their numbers.

6. Housing Coordinator - The Housing Coordinator shall attend all Housing Committee Meetings, unless excluded by a Housing Committee motion, and will provide Service Delivery and Financial reports and information on the Housing Authority to the Housing Committee as required.

Housing Committee Meetings

7. Meetings – The Housing Committee meets monthly in accordance with the Schedule of Standing Meetings and such other meetings as approved by Council.

- a. Housing Committee Standing Meetings are held once per month (monthly) during the year as per the Schedule of Standing Meetings contained in the Operations Manual.
- b. The Chairperson may order postponement or cancellation of a meeting due to extraordinary cause.
- c. In-Camera sessions may be held to discuss matters of confidential nature relating to clients or any other personal matters. At the conclusion of the in-camera session, the regular meeting shall be reconvened to record the decision of the “in-camera” session.
- d. Special meetings of the Housing Committee may be called by the Chairperson or upon written request of a majority of the Housing Committee members with prior approval of Council. No business other than that for which the meeting was called shall be conducted at the special meeting. Housing Committee shall decide on attendance at special meetings depending on the matters being discussed.
- e. The public, including media, shall be permitted to attend Housing Committee meetings. Persons other than Housing Committee members and/or persons requested to attend shall not be permitted to attend “in-camera” sessions of the meeting.
- f. It shall be the responsibility of the Secretary to ensure that the minutes of each Housing Committee meeting are properly recorded, typed and distributed to Housing Committee Members and Council as per the information flow contained in the Operations Manual.

8. Authority Meeting Standing Agenda – The order of proceedings for all regular Committee meetings shall follow the Housing Committee Standing Agenda attached as **Appendix “8C”** of the Operations Manual, which is as follows:

- a. Confirmation of Standing Chairperson and Secretary or appointment of substitute;
- b. Approval of Agenda and Notice of Meeting;
- c. Approval of the Minutes from the previous meeting;
- d. Introduction of Special Guests in attendance;
- e. Special Presentations;
- f. Business arising out of the minutes from the previous meeting (Tabled Business);
- g. Reports presented by Housing Coordinator;
- h. Housing Authority Service Delivery Report;
- i. Housing Authority Financial Report;
- j. New Business;
- k. In-Camera Session;
- l. Confirmation of Committee Member Attendance
- m. Confirmation of next meeting;
- n. Adjournment.

9. Notice to Housing Committee Members – Other than for Standing Meetings as contained in the Schedule of Standing Meetings, each Housing Committee members must receive at least forty eight (24) hours notice of meeting, unless all of the Housing Committee members waive such notice.

10. Notice to Public – All Housing Committee meetings are public meetings and are open to members of the community. Notice of meeting including date, time, place and main topic to be discussed at the meeting will be posted well in advance and by appropriate means for the public to be informed.

11. Special Presentations by Guests or Delegations – If an outside guest, a Band Member or group of Band Members wish to make formal presentation to the Housing Committee they shall advise the Committee Chairperson in writing of the reason of the presentation and the name (s) of the guests/delegations making the presentation to the Committee. The Committee Chairperson will provide a written response to every request for a presentation by a Guest/Delegation. The response will either indicate why the Committee will not meet with the Guest/Delegation, or will inform the Guest/Delegation of the time and place for it to make its presentation to the Committee.

If the Committee chooses to hear a Guest/Delegation, the presentation topic will be included on the meeting Agenda and will make its presentation immediately after the Agenda is approved. If necessary the Chairperson reserves the right to restrict the time allotted to any Guest/Delegation appearing before the Committee.

12. Housing Authority Members Honorarium – Housing Committee members are entitled to receive honorarium as prescribed in the Operations Manual (Finance Policy - Section 4.10).

13. General Meetings – The Housing Committee Chairperson may be called by Council from time to time to present Housing Authority Service Delivery Reports at designated General Meetings.

14. Misc. – The Committee performs such other services as may be required by Council dealing with Housing Authority services as may be required from time to time.

Conduct

15. Politicization – The Housing Committee focuses on the Housing Authority Service Delivery in the community and enhancement of the effectiveness and efficiency of such Service Delivery, and to the extent possible, de-politicizes all issues that directly and indirectly relate to Housing Authority services.

16. Compliance – Each Housing Committee Member must comply with the provisions contained in the Operations Manual.

17. Code of Ethics - Each Housing Committee Member must comply with the Code of Ethics contained in the Operations Manual.

18. Conflict of Interest - Each Housing Committee Member must comply with the Conflict of Interest provisions contained in the Operations Manual Section 11.

19. Confidentiality - All *in camera* discussions, debate, and draft documents of the Housing Committee are confidential. No member of the Committee, or alternate member, present at a Committee meeting, shall make public any information or business from the Committee meeting unless that information or business is deemed to be public information by the Authority as a whole. Each Housing Committee Member at their first Housing Committee meeting signs the Oath of Confidentiality as a precondition to becoming a member of the Housing Committee in the form as contained in the Operations Manual and the signed Oath of Confidentiality forms are attached to the meeting minutes and kept in the filing system.

30. Amendments to Terms of Reference - Amendments may be necessary from time to time. Either the Housing Committee or the Council may suggest amendments to these terms of reference. Once suggestions have been made both the Committee and Council will review and make comments. Any and all suggestions for amendments to these terms of reference shall be submitted to Council at a duly convened Council meeting for approval. Any and all amendments to these terms of reference must be approved by Council at a duly convened Council meeting before the said amendment can take absolute effect.

Appendix C: Agenda Meeting of Kitsoo Housing Committee

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

1. Confirmation of Standing Chairperson and Secretary or appointment of substitute;
2. Approval of Agenda and Notice of Meeting;
3. Approval of the Minutes from the previous meeting;
4. Introduction of Special Guests in attendance;
5. Special Presentations;
6. Business arising out of the minutes from the previous meeting (Tabled Business);
7. Reports presented by Housing Coordinator;
 - a. Housing Program Service Delivery Report;
 - b. Housing Program Financial Report;
8. New Business;
9. In-Camera Session;
10. Confirmation of Committee Members' Attendance
11. Confirmation of next meeting;
12. Adjournment.

Appendix D: Kitasoo Housing Committee Meeting Sample Minutes

Date: _____ **Location:** _____

Kitasoo Housing Committee Meeting No: _____
(Consecutive and Sequential)

Number of Motions Made as Attached: _____

Kitasoo Housing Committee Members in Attendance

Yes	Name	Note any Parts of Meeting Missed to result in Honorarium Reduction
√	Chairperson	
√	Secretary	
√	?????	
√	?????	
√	?????	

Administration, Managers and Coordinators in Attendance

Yes √	Name	Position
		Housing Coordinator
		General Manager

Other Guests in Attendance

Name	Position

Minutes

Motion No. HOC-101 March 14, 2012	Chairperson ???? could not be in attendance at this meeting, Committee Member ?????? will be acting as Standing Chairperson for this meeting. Moved by: _____ Seconded by: _____ Carried:
Motion No. HOC-102 March 14, 2012	The agenda as attached and marked as Schedule "A" to these minutes is approved and proper notice of the within meeting is acknowledged. Moved by: _____ Seconded by: _____ Carried:
Motion No. HOC-103 March 14, 2012	The minutes of the December 15 th , 2011 meeting are approved and the Secretary is directed to endorse the same as being approved.

	Moved by: _____ Seconded by: _____ Carried:
Motion No. HOC-104 March 14, 2012	The tabled business from last meeting on recommendation from Committee Member ????? to have the 4 rental housing units identified as possibly having mold issue developing in bathroom walls to be fully inspected and the issue resolve promptly. The summary inspection report, photographs and estimated cost of full inspection and repair, if needed, is marked and attached as Schedule "A" . The Chairperson is directed to make the recommendation to General Manager for approval of the inspection and its associated cost and to proceed with contracting (name of business) to commence with the inspection. Moved by: _____ Seconded by: _____ Carried:
Motion No. HOC-105 March 14, 2012	The Housing Program service delivery status report for this quarter up until March 10 th , 2012 is acknowledged as received and the Secretary is instructed to file the same as part of the Housing Committee records. Moved by: _____ Seconded by: _____ Carried:
Motion No. HOC-106 March 14, 2012	The Housing Program Financial Report for this quarter up until March 10 th , 2012 is acknowledged as received and the Secretary is instructed to file the same as part of the Housing Committee records. Moved by: _____ Seconded by: _____ Carried:
Motion No. HOC-107 March 14, 2012	The following committee members were absent from part the meeting but their honorarium will not be reduced due to exceptional circumstances: _____ Moved by: _____ Seconded by: _____ Carried
Motion No. HOC-108 March 14, 2012	The next Housing Committee meeting is set for June 15th, 2012 at the Community Hall commencing at 9:30 a.m. Moved by: _____ Seconded by: _____ Carried:
Motion No. HOC-109 March 14, 2012	The within meeting is adjourned. Moved by: _____ Seconded by: _____ Carried:

Certified and approved this ____ day of _____, 20__ to be a true copy of the Minutes of the Kitsoo Housing Committee Meeting held on the date shown, and approved by Kitsoo Housing Committee.

Secretary, Kitsoo Housing Committee

Appendix 8E: Job Description: Housing & Public Works Department Manager

Immediate Supervisor: General Manager

A. SUMMARY OF DUTIES:

Under the general supervision of the General Manager, the Housing & Public Works Department Manager is responsible for the supervision and work scheduling of all Public Works Department employees, oversee the proper maintenance of community buildings and KXN owned vehicles, oversee the operation and proper maintenance of infrastructure such as; water treatment plant, roads and sewers. He/she is accountable for financial performance and reporting as per the allocated Public Works budget and for the quality standards of the Public Works Department service delivery.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- a. Supervises and is responsible for the work scheduling of all Public Works employees. As such, he is also responsible for completing annual performance evaluations of all employees under his direct supervision;
- b. Ensure that there are always an appropriate number of personnel on duty and readily available after hours should a critical incident occurs;
- c. Oversee the adequate maintenance of all KXN owned vehicles;
- d. Schedule and oversee the proper maintenance of roads and drainage;
- e. Schedule and oversee the maintenance of all public and KXN buildings;
- f. Responsible for scheduling and overseeing the maintenance of the sewage system;
- g. Oversee the operation of the Water Treatment Plant and responsible for organizing proper certification training for the Water Treatment Operator;
- h. Ensures that all daily maintenance logs are kept up to date and ready for inspection upon request;
- i. Responsible for the development and administration of the annual budget for the Public Works Department;
- j. Exercises sound financial management and control of the Public Works funds;
- k. Carries out the instructions of the Finance Officer concerning financial information;
- l. Prepares and provides the General Manager with monthly, quarterly and annual Service Delivery Status Reports for the Public Works Department in accordance with the Operations Manual;
- m. Report financial information relating to the expenditures and Department budget administration to the Finance Officer on a monthly, quarterly and annual basis for the purpose of preparing financial reports as per the information flow contained in the Operations Manual;
- n. Carries the instructions of the General Manager related to the general duties of the job position as may be provided from time to time;
- o. Hires and fires Public Works Department Personnel in compliance with the Recruiting and Staffing Policy in the Operations Manual at Section 5.2.

- p. Participates in Job Selection Boards for the selection of candidate for the Public Works Department job positions;
- q. Provides role model leadership for the Public Works Department Personnel consistent with professional standards and code of ethics as contained in the Operations Manual;
- r. Insures compliance by the Public Works Department Personnel with the provisions of the provisions of the Operations Manual;
- s. Encourages and fosters a team spirit within the Public Works Department and KXN operations in general;
- t. Adheres to the Code of Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11

C. QUALIFICATION: (Education, Training and Experience)

The qualifications of the Housing & Pubic Work Department Manager are determined in the absolute discretion of the General Manager and the Government depending upon the needs of the organization at the time. The following attributes are assets:

- Grade 12 or equivalent;
- An understanding or knowledge of the Small Water Treatment federal;
- Practical experience in general maintenance would be an asset;
- Possess some good maintenance and construction skills;
- Must be proficient in the operation of computers and business machines;
- Good general office skills;
- Ability to work flexible hours;
- Ability to formulate, manage and administer programs with budgets and familiar with the preparation of related financial reports;
- Demonstrated ability to communicate effectively in English (oral and written);
- Possess good problem solving and decision making skills;
- Ability to organize, motivate, delegate, supervise and co-ordinate operations;
- Possess good interpersonal skills to effectively manage personnel;
- Ability to work independently and demonstrate initiative to develop new procedures and proposals;
- A willingness to take training regarding Public Works related services;
- Criminal Record Check;

Appendix 8F: Job Description: Housing Coordinator

Immediate Supervisor: Housing & Public Works Department Manager/General Manager

SUMMARY OF DUTIES:

Under the general supervision of the Housing & Public Works Department Manager and the General Manager, the Housing Coordinator is responsible for all aspects of housing construction, operation and maintenance of the rental housing programs. The Housing Coordinator is to ensure that all projects proceed according to policy and within budgets. He/she is accountable for financial performance, reporting and quality standards of the Housing Program service delivery.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- a. Prepare Project proposals for KXN and for Funding Agencies;
- b. Assess housing needs in the community;
- c. Act as the liaison person with Funding Agencies;
- d. Review existing funding arrangements and submit applications for additional funds as Funding Agencies' funds become available;
- e. Prepare draft budget proposal for the housing program;

In the Management of Capital Housing & Renovation Projects

- f. Compile tender documents for the construction and renovation of homes;
- g. Ensure that contractors adhere to the terms and conditions of the contract;
- h. Conduct inspections of contractor's work;
- i. Verify all invoices and recommend payment be issued based upon work being satisfactorily completed;
- j. Maintain records of renovations, septic drainage and chimney cleaning;
- k. Keep renovation payment records for home owner's portion;

In the Management of Rental Projects

- l. Manage Rental Projects by recommending the initiation of contracts, enforcing compliance and exercising control over discretionary spending as per the approved Housing Program budget;
- m. Maintain operating agreement with C.M.H.C.;
- n. Ensure that new tenants understand their rights and obligations and that rent to purchase agreements are in place;
- o. Ensure that tenants adhere to the terms and conditions of their rental contracts;
- p. Issue rent receipts when payment is made by renters;
- q. Send out notices of rent due and make rent collections;
- r. Inspect homes to monitor that proper care is undertaken by tenants and ensuring that repairs are completed;

Reporting

- s. Prepare monthly financial reports covering for the Housing Program and provides the information to the Finance Officer as part of the information flow contained in the Operations Manual;
- t. Prepare monthly service delivery status report and convey this information the General Manager during the monthly management meeting as set out in the information flow contained in the Operations Manual;
- u. Complete reports for submission to outside agencies including Canadian Employment and Immigration Commission, and Indian Affairs;
- v. Prepare reports to funding agencies in a timely manner so as to avoid any interruption in funding;

Organize and Prepare Newsletter

- w. Solicit input and contribution from band members, community groups, and Administration Office staff for the preparation of the newsletter;
- x. Creatively look for new ideas to make the newsletter both entertaining and informative;
- y. Assemble information, edit, print and distribute the newsletter;

Other related duties

- z. Establish and maintain good working relationship with other KXN staff and representatives of outside agencies such as: C.M.H.C., INAC, Canada Employment and Immigration Commission and B.C. Native Housing Authority;
- aa. Attend and participate in Council meeting upon request;
- bb. Attend, participate and present reports at Housing Committee meetings;
- cc. Participate in seminars, workshops, and training programs to upgrade skills and knowledge relevant to the position;
- dd. Follow the provisions of the Housing Program Policies and Procedures and provisions of the Operations Manual;
- ee. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11;
- ff. Encourage and foster a team spirit within the office and operations in general;

QUALIFICATIONS:

The qualifications of the Housing Coordinator are determined in the absolute discretion of the General Manager and the Government depending upon the needs of the organization at the time. The following attributes are assets:

- Grade 12 or equivalent;
- Must type and be proficient in the operation of computers and business machines;
- Knowledge of project management principals and practices;
- Possess two (2) years experience in project management or an equivalent combination of education and experience;
- Previous experience in accounting for government programs and knowledge of administrative policy is an asset;
- Demonstrated ability to work independently and initiative to develop new procedures and documents.

Appendix 8G: Job Description: Community Buildings Night Watchman

Immediate Supervisor: Housing & Public Works Department Manager

A. SUMMARY OF DUTIES:

Under the general supervision of the Housing & Public Works Department Manager, the Community Buildings Night Watchman is responsible for overseeing the safety of the community through doing routine checks at all public and commercial buildings which is important to the safety of the community.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- a. Perform routine checks on all public, KXN owned and commercial buildings;
- b. Observe and oversee the safety of the community, during night shift, and to oversee that community members and community buildings are not in harms way;
- c. Report to the Housing & Public Works Department Manager on a regular basis on the status of the community's safety and report any problems that may be of concern;
- d. Report any suspicious activities to the Housing & Public Works Department Manager or General Manager and/or RCMP (i.e. vandalism, unsafe activities, etc.)
- e. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11;
- f. Encourage and foster a team spirit in the operations in general;
- g. Carry out other requests from the General Manager or Housing & Public Works Department Manager from time to time relating to the responsibilities of the job position.

C. QUALIFICATION: (Education, Training and Experience)

The qualifications of the Community Buildings Night Watchman are determined in the absolute discretion of the General Manager and the Government depending upon the needs of the organization at the time. The following attributes are assets:

- Resident of Klemtu;
- Ability to work night shift and flexible hours;
- Reliable and dependable;
- Deal with the public in a positive, courteous and respectful manner;

Appendix 8H: Job Description: Water Treatment Plant Operator

Immediate Supervisor: Housing & Public Works Department Manager

A. SUMMARY OF DUTIES:

Under the general supervision of the Housing & Public Works Department Manager, the Water Treatment Plant Operator is responsible for the water plant in order to ensure that Klemtu residents have safe and clean water according to federal standards.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- a. Maintain the water treatment plant systems in order to ensure the availability of a clean community water supply;
 - Water sampling in various areas of the community. Samples sent to Health Canada
 - Maintain the treatment plant systems
 - Maintain and operate the filtering and chemical treatment processes
 - Inspect, service and repair components of the water treatment plant including water intakes, pipes, water storage vessels, chemical treatment equipment controls, circulation pumps, boilers, heat exchangers and valves
 - Ensure an adequate supply of water for human consumption and fire fighting activities
 - Inspect the treatment plant systems on a daily basis to ensure effective operations
- b. Maintain the physical plant by conducting regular inspections of the plant and making the proper arrangements for major repairs to the plant when needed;
- c. Maintain the general administration of the Water system in order to ensure effective operations
 - Keep a daily log
 - Prepare activity and work orders for servicing and repairs
 - Provide reports to the Housing & Public Works Department Manager
 - Oversee and schedule the activities of the Water Plant Operator Assistant and casual staff
- d. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11;
- e. Encourage and foster a team spirit in the operations in general;
- f. Carry out other requests from the General Manager or Housing & Public Works Department Manager from time to time relating to the responsibilities of the job position.

C. QUALIFICATION: (Education, Training and Experience)

The qualifications of the Water Treatment Operator are determined in the absolute discretion of the General Manager and the Government depending upon the needs of the organization at the time. The following attributes are assets:

- Grade 12 education;
- Possess a valid Small Water Treatment certificate;
- Resident of Klemtu;

- Ability to work flexible hours and be on call;
- Reliable and dependable;
- Knowledge of the Federal water quality standards;
- Deal with the public in a positive, courteous and respectful manner.

Appendix 8I: Job Description: Public Works Projects Maintenance Coordinator

Immediate Supervisor: Housing & Public Works Department Manager

SUMMARY OF DUTIES:

Under the general supervision of the Housing & Public Works Department Manager, the Public Works Projects Maintenance Coordinator will schedule the collection and disposal of commercial and residential garbage; operate and maintain KXN Owned Vehicles; assist with general maintenance throughout the community where required, including roads and public buildings;

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- a. Perform heavy manual labour in the collection and disposal of refuse; Lift, carry and dump refuse from containers into truck or dumpster;
- b. Operate a vehicle to pick up and dispose of refuse and garbage, collect commercial and residential garbage according to assigned route;
- c. Ensuring that all maintenance activities in the community are appropriately carried out;
- d. Maintain roads and ditches;
- e. Keeping a record of all maintenance and service activities conducted and maintaining a cycle of the same;
- f. Interact with other departments to ensure the proper functioning of all systems in the community;
- g. Comply with all safety norms and regulations set by the industry;
- h. Delegate work to subordinates when manpower available and ensuring the timely completion of the same;
- i. Use purchase orders and other documentations for the procurement of spare and replacement parts;
- j. Oversee and report on all entities under the Operations and Maintenance Department;
- g. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11;
- k. Encourage and foster a team spirit in the operations in general;
- l. Carry out other requests from the General Manager or Housing & Public Works Department Manager from time to time relating to maintenance.

QUALIFICATIONS:

The qualifications of the Public Works Projects Maintenance Coordinator are determined in the absolute discretion of the General Manager and the Government depending upon the needs of the organization at the time. The following attributes are assets:

- Should have excellent written and verbal communication skills;
- Ability to effectively manage time and meet all specified deadlines, be willing to work after hours or weekends if necessary;
- Should possess good organizational skill and be reliable;
- Ability to operate various heavy machineries and power tools;
- Possess a valid and appropriate Driver's license.

Appendix 8G: Job Description: Garbage/Waste Removal Operator

Immediate Supervisor: Housing & Public Works Department Manager

SUMMARY OF DUTIES:

Under the general supervision of the Housing & Public Works Department Manager, The Garbage/Waste Removal Operator is responsible to provide assistance with garbage collection services and ensures that garbage is collected, transported and disposed of in an appropriate manner.; operate and maintain KXN Owned Vehicles; assist in general maintenance throughout the community where required, including the maintenance of roads and public buildings;

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- a. Perform heavy manual labour in the collection and disposal of refuse; Lift, carry and dump refuse from containers into truck or dumpster;
- b. Operate a vehicle to pick up and dispose of refuse and garbage, collect commercial and residential garbage according to assigned route;
- c. Ensuring that all maintenance activities in the community are appropriately carried out;
- d. Keeping a record of all maintenance and service activities conducted and maintaining a cycle of the same;
- e. Interact with other departments to ensure the proper disposal of trash and coordinating schedules;
- f. Comply with all safety norms and regulations set by the industry;
- g. Ensure work is completed in a timely manner;
- h. Use purchase orders and other documentations for the procurement of spare and replacement parts;
- h. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11;
- i. Encourage and foster a team spirit in the operations in general;
- j. Carry out other requests relevant to the position from the General Manager or Housing & Public Works Department Manager from time to time.

QUALIFICATIONS:

The qualifications of the Garbage/Waste Removal Operator are determined in the absolute discretion of the General Manager and the Government depending upon the needs of the organization at the time. The following attributes are assets:

- Should have excellent written and verbal communication skills;
- Ability to effectively manage time and meet all specified deadlines, be willing to work after hours or weekends if necessary;
- Deal with the public in a positive, courteous and respectful manner;
- Ability to operate various heavy machineries and power tools;
- Possess a valid Driver's license would be an asset.

Appendix 8G: Job Description: Waste Recovery Coordinator

Immediate Supervisor: Housing & Public Works Department Manager

SUMMARY OF DUTIES:

Under the general supervision of the Housing & Public Works Department Manager, the Waste Recovery Coordinator will setup and operate the Kitasoo Xai'xais waste reduction and recycling program as outlined by the Solid Waste Working Group (SWWP). The purpose is to reduce waste in a cost effective manner, mainly by limiting the amount of material being put in the waste trailer.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- a. The WRC is responsible for all aspects of recycling from the households to the final recycling depot;
- b. Evaluate waste reduction options along with the SWWP and make adjustments as necessary
- c. Schedule and conduct community education such as meetings, brochures, videos, and door to door promotion;
- d. Liaise with the SWWP, AANDC, Solid Waste team, service providers, General Manager, and Council as required;
- e. Order supplies such as recycling bags and misc equipment while staying within budget;
- f. Distribute recycling equipment to households;
- g. Work with the garbage collection staff on scheduling of recycling pickup and monitoring of sorting;
- h. May be required to guide collection staff regarding sorting and removal of hazardous waste;
- i. Contact BC Ferries and Recycle Centre as required;
- j. Work as a team to sort, bag, or bundle materials;
- k. Research other methods of waste reduction;
- l. Load and move trailers as necessary;
- i. Adhere to the Code of Conduct & Managing Conflicts of Interest Policy in the Operations Manual Section 11;
- k. Encourage and foster a team spirit in the operations in general;
- m. Carry out other requests relevant to the position from the General Manager or Housing & Public Works Department Manager from time to time.

QUALIFICATIONS:

The qualifications of the Waste Recovery Coordinator are determined in the absolute discretion of the General Manager and the Government depending upon the needs of the organization at the time. The following attributes are assets:

- Should have excellent written and verbal communication skills;
- Ability to effectively manage time and meet all specified deadlines, be willing to work after hours or weekends if necessary;
- Deal with the public in a positive, courteous and respectful manner;
- Ability to organize and deliver education seminars and workshops;
- Possess a valid Driver's license would be an asset.