

Vuntut Gwitchin Government

- A. **Identification:** Property Manager
- Department:** Government Services
- Supervisor:** Director, Government Services
- Date:** March 2007
- Status:** Regular Full-time
- Level:** 6
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B. **Job Summary:**

Reporting to the Director of Government Services this position is responsible for managing non-construction housing programs, maintenance and repairs of buildings, playgrounds and other municipal property owned by VGG, supervising non-building construction projects, and conducting administrative tasks associated with property management.

C. **Main Duties:**

Manages non-construction housing programs by:

- Maintaining a database inventory of rental homes and conditions of homes
- Liaising with Finance about rental agreements, which are prepared and signed in Finance
- Monitoring compliance with rental agreements
- Recommending to supervisor when a tenant needs to be evicted
- Overseeing rental vacancy tasks such as advertising, applications, inquiries, and lists of applicants for Housing Committee
- Discussing problems with tenants, and addressing tenant and landlord needs and concerns
- Ensuring available houses are ready for renting
- Ensuring staff housing meets requirements in size, features, furniture, and appliance availability as stated in employment agreement.
- Recommending policies to supervisor and Housing Committee and establishing procedures for policies
- Applying approved Landlord and Tenant Act and VGG Housing Policy
- Preparing reports for third party funders
- Coordinating Housing Committee meetings, taking minutes and gathering meeting material

Manages non-housing buildings, playgrounds, and municipal land by:

- Supervising janitorial services
- Implementing and supervising non-building construction projects such as playgrounds, chimney cleaning, community trails, and community cleanup for compliance with expected tasks and outcomes.
- Preparing and submitting applications and proposals to third party funding partners
- Chairing a Facility Advisory Committee to set policies for public buildings in matters such as placement of photos, artwork, posters, office space, suitable uses etc.

Implements services, maintenance and repairs by:

- Ensuring routine inspections are conducted and establishing maintenance schedules of properties
- Consulting with building project manager and maintenance worker on renovation and repair needs, work conducted and timelines established
- Ensuring that health and safety standards are met
- Arranging and monitoring services such as heating oil delivery, water delivery and sewer pick up
- Monitors and arranges for any needed snow removal
- Arranging services from trades people from outside of Old Crow for electrical, heating and building inspection work
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Conducts administrative tasks by:

- Preparing and submitting reports
- Maintaining records of past and current information on houses and tenants, and other properties
- Ensuring applicable past records are archived
- Preparing workplans and budgets and directing and monitoring expenditures
- Informing supervisor when expenditures are over or under budget
- Organizing informational meetings and gathering and/or preparing communication tools such as brochures, Powerpoint presentations etc. associated with property management

Supervises staff by:

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- Discussing training needs with staff and the Human Resources Dept. and monitoring implementation of plans, and evaluating effectiveness of training
- Assisting with problem solving and personnel issues
- Approving timesheets and leave requests
- Ensuring compliance with Occupational Health and Safety regulations and reporting job injuries to Human Resources Dept.

D. Job Knowledge and Skills:**Education**

- Certificate or diploma in one or more of the following: business administration, property management, or equivalent in experience and relevant course work, or extensive carpentry experience combined with administrative skills.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of effective administrative, records management, and accounting procedures
- Knowledge of project management
- Knowledge of property management
- Knowledge of Yukon Landlord and Tenant Act
- Knowledge of VGFN Housing Policy
- Knowledge of building materials and quality construction methods

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures
- Ability to problem solve
- Ability to research, analyze needs and develop work plans, and policies and procedures.
- Time management and organizational skills.

- Ability to assume responsibility, prioritize tasks and meet deadlines.
- Ability to research and write reports
- Ability to multi-task in a high paced environment
- Ability to supervise and coach staff.
- Ability to prepare budgets, monitor expenditures and understand financial statements

Specific Skills:

- Ability to create documents using Word, Excel, and Powerpoint
- Ability to use computer functions such as Windows, email, web browsers and databases
- Ability to maintain manual and computerized records management systems
- Ability to organize meetings and events and take minutes
- Ability to manage projects
- Ability to understand and apply the Yukon Landlord Tenant Act and VGFN Housing Policy

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, VG citizens, outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Director of Government Services, and Vuntut Gwitchin citizens. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for developing procedures where none exist, setting work priorities, ensuring fiscal accountability, implementing projects, systems and services, communicating with agencies and third-party partners, and determining which recommendations are forwarded to the supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor. Proper management of housing programs and other properties is critical to the well-being of VGFN citizens.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Co-workers	Information exchange; supervision	Daily
Territorial and Federal Governments & Partners	Information exchange, funding, projects	As needed
Committees	Arranging meetings, and information exchange.	As needed
Vuntut Gwitchin Citizens & Old Crow community members	Information exchange, answering or directing inquiries, addressing concerns and problem solving	Daily

H. Positions Supervised:

Number of positions supervised directly: 3 year round; 4 to 6 in summer or during projects	Janitor supervisor, fuel delivery driver, Property Maintenance Worker Summer students and project workers
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I. Working Conditions:

This position is located in a normal office environment. Occasional outside visits to work sites when monitoring projects or consulting with building project manager, or supervising summer students.

Spiritual:

Balancing traditional beliefs and practices with modern administrative methods.

Physical:

Approximately 70% of time using the computer
 Visiting outdoor construction sites in varying temperatures
 Travel approx: 2 trips per year long distance
 Remote living conditions in extreme temperature and light conditions

Mental:

Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
 Balancing demands of multiple customers and prioritizing those demands
 Shifting priorities to respond to Vuntut Gwitchin government and community needs
 Striving for quality service while multi tasking in a high paced environment

Emotional:

Dealing regularly with community members and citizens who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes in the community.

J: Conditions of Employment

Willingness to follow policies and procedures as detailed in personnel and administrative manuals
 Willingness to work extra hours to meet deadlines, or work flextime as needed.
 Responding to critical incidents either personally, or through staff.

SIGNATURES

Supervisor: I have reviewed with the incumbent the duties and responsibilities assigned to this position. <hr/> Supervisor	Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me. <hr/> Incumbent
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Date	Date
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