



P.O. Box 94,  
Old Crow, Yukon  
Y0B 1N0

Phone: (867)966-3261  
Fax: (867)966-3800  
Web: [www.vgfn.ca](http://www.vgfn.ca)

## EMPLOYMENT OPPORTUNITY

### Manager, Property

**Job Classification:** Manager, Property – Full-Time  
**Competition #:** 2023-15

#### About the Role

Reporting to the Director, Government Services, this position manages and is accountable for the care and maintenance of all Vuntut Gwitchin Government (VGG) infrastructure. In addition to government buildings, the Manager is also responsible for residential buildings, including current and new homes, rental units, transitional housing, and social housing.

#### What you bring

- Post-secondary education in business administration, property management or related, or an equivalent combination of experience and training or equivalent combination of training and experience;
- Five (5) years of experience delivering programs, including strategy development, program administration, and financial management, in a property-related field is an asset;
- Experience and training in contract management;
- Experienced problem-solver, providing advice and recommendations to decision-makers;
- Experience applying acts and regulations to inform work practices, recommendations, and decision-making, application of O&HS regulations, Yukon Landlord & Tenant Act, and building codes, etc. is an asset;
- Experience working with national, territorial, and local building codes and regulations;
- Experience working in a northern indigenous community is an asset;
- Class 5 Driver's License with clean driver's abstract; and
- Current Criminal Records Check.

#### Working Conditions

- Adaptable to changing work assignments; and
- Location is Old Crow, YT.

#### What we offer

- A supportive and safe work environment;
- Competitive compensation will be commensurate with qualifications, up to \$142,000/per annum;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

#### Working with Vuntut Gwitchin First Nation

*Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.*

**The competition will remain open until filled.**

Please forward your resume to:

Human Resources Department  
Vuntut Gwitchin First Nation  
P.O. Box 94  
Old Crow, YT Y0B 1N0  
Email: [employment@vgfn.net](mailto:employment@vgfn.net)

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

*While we appreciate all applications, only those selected for further consideration will be contacted.*



Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

## POSITION PROFILE

INTRODUCTION	
Position Title: Manager, Property	Reports To: Director, Government Services
Dept: Government Services	Location: Old Crow, YT
Staff: 6-7	Revision Date: April 2023
PURPOSE	
<p>Reporting to the Director, Government Services this position manages and is accountable for the care and maintenance of all Vuntut Gwitchin Government (VGG) infrastructure. In addition to government buildings, the Manager is also responsible for residential buildings, including current and new homes, rental units, transitional housing, and social housing.</p>	
KEY PERFORMANCE AREAS	
<p><b>Infrastructure and Buildings:</b></p> <ul style="list-style-type: none"> <li>• Manages VGFN owned properties ensuring efficiency, safety and compliance to established protocols and processes;</li> <li>• Manages the custodial team and distributes work assignments to ensure buildings and properties adhere to safe and sanitary work environments;</li> <li>• Manages the Property Maintenance team and provides support and direction to the Team Lead, Maintenance;</li> <li>• Performs regular scheduled inspections of infrastructure; and</li> <li>• Create a preventative maintenance system and proactively plan and schedule maintenance and upgrades.</li> </ul> <p><b>Residential Program:</b></p> <ul style="list-style-type: none"> <li>• Manages VGG's housing program and inventory of rental units. Participates in developing short- and long-term housing plans, options, and recommendations in line with the government's objectives. Maintains accurate records of current and historical information on housing properties and tenants including, but not limited to: <ul style="list-style-type: none"> <li>• Maintaining a comprehensive housing list, current tenants list, arrears list, repairs list, inspection list, etc.;</li> <li>• Maintain a rental income data base, working closely with the Finance Department;</li> <li>• Ensure vacant units are inspected on a scheduled basis;</li> <li>• Create a preventative maintenance system to ensure units meet stringent health and safety protocols;</li> <li>• Inspect units for move in readiness, cleaned and equipped to the specifics in the tenancy agreement;</li> <li>• Manage housing specific funding agreements, proposals, tracking progress and following up with reporting requirements;</li> </ul> </li> </ul>	

- Work closely with housing partners including the Yukon Housing corporation and Canada Mortgage Housing Corporation, managing agreements and seek clarity as required;
- Apply the Yukon Residential Landlord and Tenant Act and work with the Residential Tenancies Office, ensuring compliance with evictions procedures; and
- Adhere, maintain and update the housing policy to reflect the RLTA and the current needs of VGG citizens.

**Disbursement Committee:**

- Working closely with the disbursement committee, and providing detailed briefing notes, tenancy referrals in accordance with standardized criterion, ensuring advocacy and timely referrals for vulnerable applicants;
- Advises the Disbursement Committee when properties are vacant and/or ready for allocation. Manages the housing list and responds to inquiries, and compile applicant lists for the committee’s review and decision;
- Provides administrative support to the Disbursement Committee meetings by preparing agendas, taking minutes, preparing, and distributing meeting materials, and following up on actions and decisions, as required;

**Administrative/Compliance Functions:**

- Works with the HR department to identify and allocate staff housing;
- Drafts rental contracts and ensures the agreement terms and conditions are communicated and understood. Coordinates move-outs in adherence with terms and supports tenants through the process to vacate units;
- Monitors tenant compliance with the rental terms and conditions, legislation, and policies. Addresses non-payments, rental issues and works with tenants to recover arrears through repayment plans. Recommends tenant evictions to the Housing Committee as required;
- Plan, schedules and prioritize repairs and coordinate renovation projects and timelines; and
- Engages with the Executive Team to exchange information and develop integrated work plans to achieve the VGG 5-year strategic plan.

**ACCOUNTABILITY & IMPACT**

- VGG multiyear housing plans fulfill the mandate of the 5-year strategic plan to provide viable and sustainable housing for citizens;
- Tenant management adheres to the Landlord Tenants Act and VGG’s Housing Policy;
- Property management adheres to health and safety requirements and building codes;
- A trusting and collaborative relationship exists with colleagues, tenants, and external contacts.
- Council, management and the Disbursement Committee receive accurate information to make informed decisions; and
- The VGG Standards of Conduct are modelled and promoted.

**FINANCIAL CONTROL**

Annual budget under direct control of this position:	Major (500K-1M)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < 5k.

<b>WORKING CONDITIONS</b>	
Environment:	Work is in a normal office environment where there are few undesirable conditions. Required to inspect housing units in varying temperatures. Many situations are confidential and require sensitivity and cultural competence.
Physical:	Normal
Hazards/equipment:	None
Travel:	None
<p><i>This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.</i></p>	

## POSITION COMPETENCY PROFILE

<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Post-secondary education in business administration, property management or related, or an equivalent combination of experience and training;</li> <li>• Five (5) years of experience delivering programs including strategy development, program administration, and financial management; in a property related field is an asset.</li> <li>• Experience and training in contract management;</li> <li>• Experienced problem-solver, providing advice and recommendations to decision makers;</li> <li>• Experience applying acts and regulations to inform work practices, recommendations and decision making; application of O&amp;HS regulations, Yukon Landlord &amp; Tenant Act, and building codes etc. is an asset;</li> <li>• Experience working with national, territorial, and local building codes and regulations;</li> <li>• Experience working in an indigenous northern community is an asset; and</li> <li>• All other duties as assigned.</li> </ul>
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"> <li>• Client service</li> <li>• Respect</li> <li>• Communication</li> <li>• Self-awareness</li> <li>• Time management</li> <li>• Teamwork</li> <li>• Adaptability</li> <li>• Initiative</li> </ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"> <li>• Satisfactory Criminal Record Check; and</li> <li>• Class 5 Driver's License and Clean Driver's Abstract.</li> </ul>