



Stó:lô Nation Human Resource Office
Building #7-7201 Vedder Road
Chilliwack, BC V2R 4G5

January 30, 2012

PROPERTY AND CAPITAL MANAGEMENT SUPERVISOR
(EXTERNAL)

Stó:lô Nation requires the services of a qualified **Property and Capital Management Supervisor** to fill a vacancy with the **Finance and Administration Department**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

Provides overall management and supervision of routine services: Building/Grounds Maintenance; Office Rental Management; Utilities Billing/Payment; and Office Security for the Stó:lô Nation.

This position reports to the Finance and Administration Manager. The successful candidate will work out of both the Central (Chilliwack) office as well as the Pkw'xe:yles (Mission) office. Travel will be required for this position. Based on service needs, the department reserves the right to relocate workers within the service delivery area.

QUALIFICATIONS/REQUIREMENTS:

- University degree or diploma specializing in any of the following: Business Administration, Public Works Management, Administration or equivalent combination of education, training and/or related experience. Preference will be given to the applicant who has one or more trade skills in the following areas; plumbing, electrical, mechanical, carpentry
- Minimum of 3-5 years of actual supervisory experience
- Knowledge in all of the tasks cited in the specific duties and responsibilities. Building and Ground maintenance; Office Rental Management; Office Security and Keyscan; Equipment/Supplies Inventory and Monitoring; Site/Building utilities; operation of large and small equipment (ie. Bobcat, boiler, loader, trailer, lift); mechanical and electrical experience; maintenance of various heating and mechanical systems
- Knowledge of safety procedures, WCB rules and regulations, Liability and Insurance policies, Occupational Health & Safety Act and Guidelines
- 3-5 years experience with financial budgeting administration
- Ability to tender and award building maintenance and capital improvement projects
- Ability to operate a computer, a FAX machine and other office equipment
- Ability to multi-task, be organized, coordinate multiple projects at once and able to keep good recording system
- Ability to work independently and with minimum supervision
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds
- Willing to work flexible hours, evenings and weekends and be on-call
- **Successful candidates will be required to provide the following if screened in for an interview:**
 - Proof of education documentation
 - References: Three names and phone numbers of recent supervisors
 - Must possess and maintain a valid Class 5 BC Drivers' License
 - Must successfully pass the required pre-employment RCMP Criminal records Check.

SALARY RANGE:

Will be based on qualifications/experience.

TYPE OF POSITION:

Full-time 1 Year Term position with benefits, subject to 6-month probationary period and planned performance evaluations. Possibility of extension after the one (1) year term depending on available funding.

APPLICATIONS DEADLINE:

4:00 PM, Friday, February 24th, 2012

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Sto:lo Nation Personnel Department
Bldg. #7, Floor #2 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca
Fax: (604) 824-5342

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.