

METLAKATLA FIRST NATION

JOB OPPORTUNITY

Public Works Department Clerk

Date Reclassified: May 10, 2022

Location: Metlakatla, British Columbia

Business Unit: Metlakatla First Nation (MFN)

Reporting to: Maintenance Supervisor

Metlakatla First Nation has an immediate opening for a full-time Public Works Department Clerk in Metlakatla, British Columbia. As the successful candidate, you will be responsible for providing general clerical support to the department by typing memos, legal documents, correspondence, and other documents as needed and requested. You will also be tasked to assist with asset management, inventory and annual maintenance compliance within the department.

Responsibilities:

- Process mail, answer phones, maintain department filing system and perform other requested clerical tasks.
- Coordinate communication correspondence from housing tenants in respect of their rent accounts.
- Maintain tenant's rent accounts, setting up agreements and arrangements to clear arrears, if needed.
- With the Supervisor, coordinate move-in and move-out dates, including unit inspections and related paperwork.
- Draft routine correspondence to community members and outside agencies.
- Provide support, guidance, and assistance to the Band's Housing Committee.
- Track and collect rent payments, security deposits, and follow-up and address late payments and eviction notices.
- Prepare purchase orders for signature.
- Prepare reports to funders, provincial bodies and other regulatory agencies as part of the delivery of essential services for water and wastewater.
- Assist with the annual review of service agreements with local municipal groups for recycling and solid waste transfer.
- Assist with management of fuel card lock, including ordering of fuel and reporting consumption to the Finance Department.
- Ensure that the Band's housing policies and by-laws are consistently implemented and enforced.
- With the Supervisor and department staff, work with tenants to resolve housing concerns and complaints and maintain a record of issues addressed.
- Maintain a record of required housing maintenance and assess and prioritize work to be assigned to the maintenance staff.
- Maintain a high level of confidentiality regarding housing and community-member information.
- Respond to routine calls when the supervisor is away from the office.
- Perform other duties within the scope of the position, as required.

Required Knowledge, Skills and Abilities:

- Grade 12 or equivalent.
- Administrative Assistant program certificate preferred, but not required.
- Two (2) years of relevant office experience or an equivalent combination of education, training, and experience.
- Good computer skills with Microsoft Office programs, including Word, Outlook, and Excel.
- Ability to draft business correspondence based on general direction.
- Good organizational and time management skills, with the ability to manage multiple tasks and meet deadlines.
- Ability to maintain confidentiality;
- Willing to take job-specific training, e.g. CMHC courses.
- Physical and mental ability to perform the duties of the position.
- Respect diversity - treat others with respect; avoid unnecessary conflict.
- Attend meetings as required for the proper administration of duties.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.
- Physical and mental ability to perform the duties of the position.
- The successful candidate must be fully COVID vaccinated (at least 2 vaccines) and remain in full compliance with all Public Health Orders (PHOs) and Metlakatla policies throughout their employment.

Submission Deadline:

- Open until filled.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: hr@metlakatla.ca