



**Property Manager– 095-25-5**  
**Housing, Built Environment**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **May 21, 2025**, for the **Property Manager** with **Housing, Built Environment**. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications are accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** Reports to and works under the direction and supervision of the Senior Manager of Housing.

**Purpose & Scope of the Position:**

To assist the Senior Manager of Housing and the Six Nations of the Grand River Elected Council in the performance of their statutory, administrative duties related to Six Nations Housing within the policies and procedures established by Six Nations of the Grand River Elected Council, Six Nations Housing, and the Canada Mortgage and Housing Corporation (CMHC) for Section 95 buildings.

To maintain and manage the commercial and residential properties under the management of Six Nations of the Grand River Elected Council – Housing Department.

<b>Type</b>	Full Time
<b>Closing Date</b>	May 21, 2025
<b>Hours of Work</b>	35 hrs./week
<b>Wage</b>	Minimum \$70,400/year

\*A competitive compensation package will be offered commensurate with qualifications. \*

**BASIC QUALIFICATIONS:**

**Minimum Requirements**

- Post-secondary Degree in Business Administration or related field with 3 years related experience.
- OR**
- College Diploma Business Administration or related field or equivalent with 6-years related experience.
- 2 years of previous supervisory experience.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Advanced knowledge and computer skills in Microsoft Word, Access, Excel
- Possess excellent verbal and written communication skills to interact with tact, diplomacy, and discretion
- Must demonstrate high level of initiative, self-direction, and ability to work independently
- Ability to plan, organize, prioritize, analyze, conceptualize, and assign tasks
- Must be bondable

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to **Kalvin Egan**, HR Business Partner at 519-445-2223 ext. 5721 or via email at [HRBP5@sixnations.ca](mailto:HRBP5@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Property Manager – Full Time – 095-25-5**  
 c/o Reception Desk  
 Grand River Employment & Training (GREAT)  
 P.O. Box 69, 16 Sunrise Court  
 Ohsweken, Ontario N0A 1M0

**POSITION TITLE:                      PROPERTY MANAGER**

**Reporting Relationship:**

Reports to and works under the direction and supervision of the Senior Manager of Housing.

**Purpose & Scope of the Position:**

To assist the Senior Manager of Housing and the Six Nations of the Grand River Elected Council in the performance of their statutory, administrative duties related to Six Nations

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Housing within the policies and procedures established by Six Nations of the Grand River Elected Council, Six Nations Housing, and the Canada Mortgage and Housing Corporation (CMHC) for Section 95 buildings.

To maintain and manage the commercial and residential properties under the management of Six Nations of the Grand River Elected Council – Housing Department.

### **Duties and Responsibilities:**

#### **1. Technical**

- Ensure lease compliance by tenants.
- Prepare schedule and conduct inspections of units including reporting.
- Conduct tenant meetings at regular intervals including follow-up reports.
- Review valid requests for repairs from tenants weekly to ensure a timely response.
- Prepare work orders for approved repairs from tenants.
- Prepare Expressions of Interest and formal funding submissions to CMHC and ISC for new construction, renovations and serviced lot development.
- Project Team member for major capital and renovation projects.
- Assist with preparation of tender\quotation packages for construction/repair work to be completed, or obtain quotes from qualified trades if necessary, and forward for approval.
- Review all formal design\construction submissions from consultants and contractors.
- Monitor major construction\repair work including providing required reporting during design and construction phases.
- Provide input and monitor budget, approve payment of accounts submitted for the Maintenance Department.
- Prepare and negotiate service contracts. (security, etc.)
- Prepare eviction notice for the tenants when required and ensure due diligence.
- Carry out evictions by changing locks and disconnecting utilities, if necessary
- Communicate with utility companies. (hydro, natural gas, etc.)
- Recommend and implement improvements for the efficient operations of the Maintenance Department.
- Acting Senior Manager of Housing when Senior Manager is out of the office.

#### **2. Administrative**

- Maintain a waiting list of all commercial and residential rental applications.
- Prepare commercial and residential leases, lease renewals, and sale agreements and review with tenants/purchasers their responsibilities.
- Forward monthly/annual statement to tenants, when applicable.
- Prepare quarterly rental report for the Senior Manager of Housing/Committees.
- Prepare and forward request to tenant for payment of repairs carried out by Maintenance staff, which are deemed to be the responsibility of the tenant.
- Conduct annual performance appraisal of Maintenance Supervisor and ensure annual performance appraisals completed for all maintenance staff.
- Approve Maintenance Supervisor and Staff Cleaners leave requests.
- Identify and schedule staff training as required.

### **3. Communication**

- Keep tenants informed of any construction\repair work scheduled for facilities.
- Contact prospective tenants and arrange for viewings.
- Respond to complaints, inquiries received from tenants.
- Communicate with external agencies (i.e. Ontario Works (OW), Ontario Disability Support Program (ODSP), etc.) on authorization of the tenant, to negotiate for direct or revised payment arrangements.
- Provide guidance and training to staff members.

### **4. Other Functions**

- Provide direct supervision to the Maintenance Supervisor, team of Staff Cleaners and possibly other staff on occasion.
- Related duties as may be required by the Senior Manager of Housing.

### **Working Conditions:**

Work requires sound management and public relations skills; must exercise initiative and good judgment, ability to work independently; interact with diplomacy and tact; must maintain confidentiality and act in the best interests of Six Nations of the Grand River; ability to assign, direct, and prioritize tasks for efficient and effective functioning of personnel; subject to deadlines and frequent interruptions.

### **Working Relationships:**

#### **With the Senior Manager of Housing:**

Receives direction guidance and encouragement; discusses plans and priorities; provides technical information, advice and analysis; co-operative working relationship to maintain up-to-date information being provided on the various operations within the maintenance department.

#### **With Maintenance Supervisor:**

Provides direction guidance and encouragement; discusses plans and priorities; provides technical information, advice, and analysis; co-operative working relationship to maintain up-to-date information being provided on the various operations within the maintenance department.

#### **With Staff Cleaners:**

Provides direction guidance and encouragement; discusses plans and priorities; provides technical information, advice, and analysis; co-operative working relationship to maintain up-to-date information being provided on the various locations being maintained by the Staff Cleaners.

#### **With Other Staff:**

Courtesy, cooperation, and teamwork with all staff to improve services provided.

#### **With External Agencies:**

Maintains a close working relationship with CMHC through positive and co-operative communication on Section 95 property management; ISC; Habitat for Humanity, etc., maintains awareness of maintenance practices and procedures, affecting property management.

**With the Public:**

Represents and promotes Six Nations Housing in a courteous, positive, and co-operative manner, provides information, direction and assistance.

**Knowledge and Skills:****Minimum Requirements**

- Post-secondary Degree in Business Administration or related field with 3 years related experience.
- **OR**
- College Diploma Business Administration or related field or equivalent with 6-years related experience.
- 2 years of previous supervisory experience.
- Advanced knowledge and computer skills in Microsoft Word, Access, Excel
- Possess excellent verbal and written communication skills to interact with tact, diplomacy, and discretion
- Must demonstrate high level of initiative, self-direction, and ability to work independently
- Ability to plan, organize, prioritize, analyze, conceptualize, and assign tasks
- Must be bondable

**Other Preferred Qualifications:**

- Knowledge of property management or dispatching would be an asset
- Experience with UpKeep© or other maintenance software
- Knowledge of basic building components would be an asset
- Working knowledge of Canada Mortgage and Housing Corporation, Section 95.
- Experience in Finance and/or Accounting is an asset.

**Impact of Error:**

Errors in the fulfillment of duties could result in financial loss and legal liability; errors in conduct could lead to poor public relations and loss of credibility to Six Nations Housing.

**Control:**

Guiding principles set by Six Nations Housing and Six Nations of the Grand River.

Works within the policies and procedures established by the Six Nations of the Grand River for Six Nations Housing and legislation provided by respective government agencies and those set out in CMHC program guidelines.