



## Employment Opportunity

**Job Title:** Construction Manager (Full Time – 2 Year Term)  
**Department:** Building Construction & Renovations  
**Reports To:** Director of Building Construction & Renovations

Under the direction of the Director of Building Construction & Renovations, the Construction Manager organizes, directs and inspects new housing construction and renovation projects throughout Membertou.

### Duties and Responsibilities:

- Prepares and issues progress reports to the Director on a weekly basis updating construction schedules, completion dates. Highlighting any project which is falling behind schedule.
- Maintain a schedule, including completion time-lines of all projects underway.
- Inspect houses under construction and verify contractors progress claims and recommend if payment should be made.
- Meet with contractors and sub-trades to deal with construction scheduling issues.
- Suggest solutions to any project falling behind schedule.
- Assist with external suppliers for timely product delivery.
- Assist with external suppliers regarding infrastructure work.
- Assist with Public Works for final site work and landscaping.
- Assist with Public Works for any infrastructure requirements.
- Complies with all Band policies and procedures.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other duties as required by the Director.

### Qualifications:

- Must have a Red Seal certificate in one of the following areas:
  - (1) Carpentry or,
  - (2) Electrical or,
  - (3) Plumbing;
- Valid Nova Scotia Driver's License and provide current drivers abstract;
- Able to use Microsoft Word and Excel;
- Knowledge of job scheduling;
- Ability to schedule and complete multiple jobs;
- Must have good organizational skills;
- Ability to deal with the public.

*Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.*

Applications/Resumes can be submitted to:  
Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Autwen Ma'sl Awti  
Membertou, NS B1S-2P5

Or via email to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS: Thursday October 31<sup>st</sup>, 2024 by 4:30PM AST**

*Thank you for applying, however, only those selected for an interview will be contacted.*

*Membertou reserves the right to pause, extend or revoke this posting at any time without notice.*