



## **CREE NATION OF CHISASIBI**

P.O. Box 150  
Chisasibi, Quebec J0M 1E0  
Tel.: (819) 855-2878 Fax: (819) 855-2875

# **\*SECOND POSTING\*** **JOB OPPORTUNITY**

**TITLE:** HOUSING INSPECTOR (2 POSITIONS)

**DEPARTMENT:** HOUSING DEPARTMENT

**CORE FUNCTION:** Under the direct supervision of the Director of Housing, but more specifically, the Coordinator of Housing Programs, the Housing Inspector is responsible for the inspection of new/current housing units being constructed under the various housing programs including Private Housing, CMHC, social and CNC housing. He/she will assess compliance with housing codes, ordinances, and regulations.

### **MAIN DUTIES:**

#### **New Private Housing Units**

1. Review the plans for housing units being built as per the established checklist and the Quebec Housing Regulations, Standards and Guidelines.
2. Responsible for inspecting residential units to assess compliance with housing codes and regulations.
3. Inspect residential structures to identify safety hazards, structural deficiencies, and infraction of any housing codes.
4. Meet with the Director of Housing on a regular basis to inform about any inspection findings, violations, corrective measures require with property owners, landlords, tenants, in a professional and courteous manner.
5. Perform the inspections of the private housing units as per the established checklist and the Quebec Housing Regulations, Standards and Guidelines as follows:



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- a. Foundation.
  - b. Structure and insulation.
  - c. Electrical and mechanical; and
  - d. Final construction.
6. Submit progress reports to the Director of Housing after reviewing plans for each inspection. (including the established checklist and pictures of the work)
  7. Advise the contractor and the private home owner of any discrepancies from the agreed upon plans and make certain that all deficiencies are resolved following the Quebec regulations.
  8. Prepare detailed inspection reports documenting observations, violations, and recommendations for corrective actions.
  9. Maintain accurate records of inspection, findings and action taken

### Preventative Maintenance of Social and Band Housing Units:

10. Perform the social and band housing unit preventive maintenance inspections as per the established preventive maintenance plan.
11. Update the preventive maintenance housing database with the inspection report information for the social and band units including CMHC units.
12. Perform other housing inspections – fire incidents, flooded, mold units as requested from the Housing Department.
13. Perform related work as required.



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### **EDUCATIONAL REQUIREMENTS:**

- o College Diploma in Architecture, Engineering, Home Inspector, Building Inspection
- o Must have secondary 5 Diploma
- o Construction Technician, Building Science or related field.
- o Three years of relevant experience in residential building inspection
- o Knowledge of computer program in particular AutoCAD an asset;

### **EMPLOYMENT REQUIREMENTS:**

- o Ability to work independently and in a team environment.
- o Knowledge of public works structure and infrastructure
- o Good Organizational Skills and ability to do multiple tasks.
- o Fluent in Cree and English, French is an asset.
- o Excellent verbal and written communication skills
- o Able to handle sensitive situation with tact and diplomacy
- o Strong analytical and problem-solving skills
- o Ability to identify issues, and evaluate options
- o Must be in good physical shape and not afraid of heights or confined spaces.
- o Must have a high sense of confidentiality.
- o Must have a valid drivers license and access to a vehicle



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### **EMPLOYMENT CONDITIONS:**

- Full-time position - 35 hours per week;
- Willingness to work in both an office and outside setting,
- Might be required to work nights and weekends

### **SALARY SCALE**

- Salary: minimum \$25.00 to \$30.00 per hour

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

**Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.**

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer  
Director of Human Resources  
Cree Nation of Chisasibi  
P.O. Box 150  
Chisasibi, Quebec  
J0M 1E0

Or via email to: [jobposting@chisasibi.ca](mailto:jobposting@chisasibi.ca)

**Posting Date: April 15, 2024**  
**End of Posting: April 26, 2024**

**\*APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM\***