



# **YELLOWHEAD TRIBAL COUNCIL**

P.O. BOX 3420, Morinville, AB T5R 1S3

**Sub-office:** #300 – 17403-105 Avenue

Edmonton, AB T5S 2G8

## **EMPLOYMENT OPPORTUNITY**

### **Housing Inspector (2 Year Term)**

YTC is currently seeking a highly motivated, forward-thinking individual to work with the YTC Technical Services department. The YTC Housing Inspector is responsible for providing advice, assistance, and other required services for the Yellowhead Tribal Council (YTC) and the four (4) First Nations member communities and their affiliated entities in the planning, designing, construction, and inspection of housing and building projects on reserve.

#### **QUALIFICATIONS:**

- Education – Building construction engineering diploma (preferred but not required), Certified Engineer Technician (C.E.T) status with the Alberta Society of Engineers (ASSET) (preferred, but not required)
- Specialized knowledge – First Nations housing, AANDC Reporting Requirements, CHMC Standards, Canada Building Codes, and the Alberta Safety and Fire Codes
- Skills – presentation skills, negotiation skills, financial management planning skills, training skills, communication skills, and interpersonal skills
- Abilities – must be task oriented, self-motivated, and energetic
- Other characteristics - familiar and known to First Nations customs, practices, and values
- Professional Certification – Must have “Building Inspector” Certificate – Building Level I and Level II
- Knowledge of Microsoft Office, Adobe, and Project Management software, drone and thermal cameras (an asset)
- Experience – Requires a minimum of five (5) to ten (10) years working experience

#### **SUMMARY OF DUTIES:**

- Signs “pre-inspection” renovation reports that must be accountable for, complete with certification of completions.
- Provide advice and inspections of housing projects from the foundation stage to completion of homes (inspections will involve a minimum of four (4) inspections for every new unit during construction).
- Provide feasibility inspections for units to be renovated for the four (4) First Nation member communities upon request.
- Accompany the Environmental Health Officer and assist with coordinating the services required for replacing septic tanks and private sewage systems.



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- Inspect private sewage disposal systems for failure and recommended replacement.
- Coordinate and advise on plumbing installation and inspections.
- Accompany the Environmental Health Officer and recommend services required for water (cistern) systems.
- Organize training for the four (4) First Nation communities in regards to housing, maintenance, HVAC, plumbing, etc.
- Database or fire condition assessment inspections.
- Cost estimating for construction projects.
- Assist in developing and implementing policies and procedures for housing programs with the four (4) First Nation member communities.
- Assist on the implementation of a specification package in regards to housing projects.
- Creating or reviewing housing plans for new housing development and band renovation projects for the four (4) First Nation member communities.
- Assist the four (4) First Nation communities in evaluating housing projects, maintenance staff, and contractor services.

## WORKING CONDITIONS:

- Work during the hours of 8:30 am to 4:30 pm Monday through Friday
- Travel required and a Class 5 driver's license
- Able to occasionally lift items as heavy as 25 lbs and some climbing is required
- Manual dexterity is required to use desktop computers and peripherals.
- Required to climb two flights of stairs (3 floors)

Salary will be determined according to qualifications and experience, and a generous benefits package will be offered after a mandatory probationary period.

Please forward a cover letter and current resume to Joy Sandy

Email: [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca) and/ or fax to 587-524-0181 or drop off at the sub-office address

This employment competition closing date is **August 8, 2025, at 4:30 PM; only those candidates who fit the** criteria will be contacted.