



Aboriginal Housing Management Association
Celebrating 25 Years

JOB POSTING – HOUSING CONDITION ADVISOR

External Posting / Updated: February 1, 2024

Please submit your application to:
jobs@ahma-bc.org

This posting will remain open until the position is filled.

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

About AHMA

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

To learn more about AHMA and what we do, please visit our website at:
www.ahma-bc.org

Overview:

Ha7lh skwáyel– *Squamish for "Good morning/afternoon."*

JOB SUMMARY

Reporting to the Manager of Portfolio Planning and Development, within the Asset Strategies Branch, the Housing Condition Advisor contributes to the organization's success by conducting assessments and providing planning advice on building conditions on existing and new housing projects. Accurate building condition data is instrumental in providing healthy, safe, and sustainable housing across the Province of BC.

Who we are looking for:

For a full listing of the Housing Condition Advisor's Key Responsibilities and Preferred Knowledge, Skills, and Abilities, please see the full job posting on our website at www.ahma-bc.org.

Training, Education, and Experience

- Minimum 5 years of proven experience in the construction and/or residential building sector.
- Ideally possess a post-secondary diploma or degree in architecture, engineering, construction, or other relevant disciplines. Ticketed skilled trade, or Red Seal certification is an asset.
- Experience working with Indigenous peoples; direct experience working within an Indigenous environment is a definite asset.
- The employer may consider an equivalent combination of education, certification, and lived experience.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.
- Good knowledge of the BC Building Code and Municipal approval procedures.
(A combination of education and experience may be taken into consideration)

Critical Success Factor:

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Aboriginal ancestry or working closely with Aboriginal communities. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – Squamish for "We are thankful to you all."



JOB DESCRIPTION – HOUSING CONDITION ADVISOR

Reports to: Manager, Portfolio Planning and Development

Updated: April 2023

ROLE DESCRIPTION

Reporting to the Manager of Portfolio Planning and Development, within the Asset Strategies Branch, the Housing Condition Advisor contributes to the organization's success by conducting assessments and providing planning advice on building conditions on existing and new housing projects. Accurate building condition data is instrumental in providing healthy, safe, and sustainable housing across the Province of BC.

KEY RESPONSIBILITIES (Including but not limited to:)

CONDITION ASSESSMENTS

- Conduct visual building condition assessments on a wide variety of assets, including residential houses, townhome complexes, and large multi-family properties across British Columbia. This work will include both occupied and vacant units.
- Assess the condition of mechanical, electrical and plumbing systems, structure and foundations, building envelope and other systems.
- Interview property owners, managers, and occupants to obtain information concerning the property's condition.
- Review repair/improvement costs information, maintenance reports, Building and Fire Department inspection reports and similar documents to determine the condition of the building.
- Take photographs of building systems, conditions, and physical deficiencies.
- Record the results of visual inspections in Ameresco's Asset Planner software.
- Create scopes of work and manage consultants where further studies are required, or in cases where assessments are being outsourced.

CAPITAL PLANNING

- Support the Portfolio Planning and Capital Projects teams in creating portfolio and capital plans.



- Collaboratively develop project details (scopes, budget, and schedule) including, if required, physical inspections and best practices for project planning, based on unforeseen needs and established Capital Plans.

ADDITIONAL SUPPORT SERVICES

- Assist with training and provide feedback to housing providers to support capacity development.
- Support internal Housing Operations staff in conducting operational reviews to ensure compliance with operating agreements and with reviewing replacement reserve expenditures.
- Provide advice and support to housing providers on matters relating to technical and non-technical construction and building assessment, maintenance, renewal, and project delivery.

EDUCATION & EXPERIENCE:

- Minimum 5 years of proven experience in the construction and/or residential building sector.
- Ideally possess a post-secondary diploma or degree in architecture, engineering, construction, or other relevant disciplines. Ticketed skilled trade, or Red Seal certification is an asset.
- Experience working with Indigenous peoples; direct experience working within an Indigenous environment is a definite asset.
- The employer may consider an equivalent combination of education, certification, and lived experience.

KNOWLEDGE, SKILLS & ABILITIES

- Strong interpersonal skills and a positive work ethic. Ability to provide efficient, reliable, and courteous service to customers.
- Advanced computer skills. Ability to write reports, input and maintain accurate data and use Microsoft Office Suite Products.
- Well-developed skills in prioritizing, organizing, decision-making, time management, and verbal/written communication skills.
- Focused, versatile, dependable, multi-task oriented, flexible, positive, and able to adapt effectively to challenging and emergency situations.
- Excellent analytical skills with the ability to analyze situations accurately and effectively.
- Proven adaptability to differing cultural and business environments.
- Able to travel and work periodic evenings and weekends.
- Possession of valid BC Driver's License and reliable vehicle. Ability to travel within BC as required.