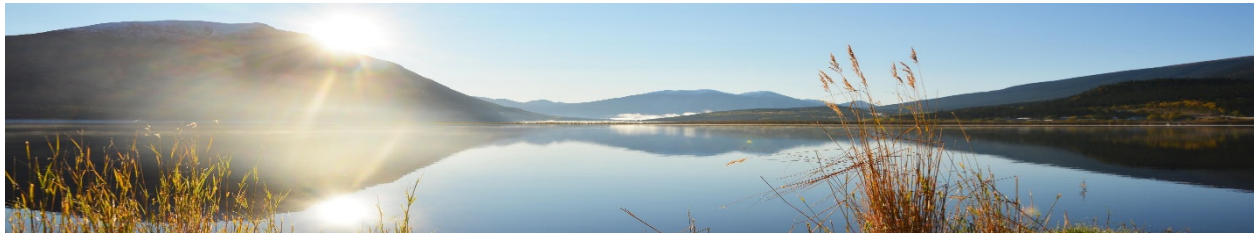




PO Box 130. Carcross, Yukon Y0B 1B0
(867) 821-4251
www.CTFN.ca

Employment Opportunity



Job Title:	#25- 213 Property Manager
Department:	Infrastructure
Status:	Permanent, Full-Time
Salary:	C/TFN Wage Scale Level 10-11 (\$38.79-\$49.83/hr)
Closing Date:	January 12 th , 2026.

This posting is to fill one (1) permanent full-time position. This competition will be closing January 12th, 2026. Candidates are encouraged not to delay submitting their application. Resumes will be regularly screened until the position is closed.

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members, and Indigenous candidates.

Carcross/Tagish First Nation Mission Statement

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve to protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

Your Role

Under the direct supervision of the Director of Infrastructure, the Property Manager is responsible for ensuring the improvement and maintenance of all C/TFN owned community buildings and structures, supporting Elders program as laid out in the Elder's Policy, and for integrating the four elements of the Values and Virtues of Life (mental, physical, emotional, and spiritual) into the work.

The manager will ensure that, where possible, projects delivered reflect life's four stages, child, youth, adult, and Elder. The manager must be willing to change with the ongoing evolution of C/TFN circle governance.

Your Benefits

We are pleased to offer a comprehensive benefits package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25kms from Carcross, and contributions to RRSP's ensuring that you are supported both professionally and personally.

Duties and Responsibilities

C/TFN Community Buildings and Structures in C/TFN Elder's Home Program:

The Property Manager is responsible for improvements, repair and maintenance of all C/TFN owned community buildings and structures as well as eligible C/TFN Elder's homes as stipulated in the C/TFN Elders Policy which includes the following:

- Assist in development of repair and maintenance budgets;
- Assist in C/TFN Five Year Capital Plan development;
- Seek funding options
- Develop and use maintenance management plans;
- Maintenance of a current eligible elders list;
- Maintain open and respectful dialogue with elders;
- Diagnose trouble in all types of building systems and determining the proper method for repair and maintenance in a cost-effective manner;
- Estimate materials, time and labour required to complete tasks;
- Obtain bids from prospective contractors using various competitive processes;
- Develop and administer contracts;
- Prepare work requests, inspect for quality and completion, and prepare required forms and reports for work orders;
- Perform a variety of carpentry and building maintenance repairs periodically;
- Inspect buildings and structures regularly for condition.

Essential Qualifications

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates are selected for further consideration will be based solely on the information provided in your resume.

- Management training diploma
- Knowledge of building codes and WCB safety regulations;
- Experience in all aspects of building maintenance
- Knowledge of budget administration and ability to work with spreadsheets, and work plans

Desired Knowledge, Skills, and Abilities

- Ability to communicate effectively both orally and in writing;
- Ability to make decisions on various cost-effective solutions to problems in C/TFN buildings and eligible C/TFN Elders' homes;
- Ability to be flexible when making decisions on issues such as substitution of materials or changes in sequencing of work;
- Ability to ensure that all work performed adheres to established standards and guidelines and safety practices;
- Ability to supervise staff and work in a team environment;
- Ability to foster trust and acceptance at the community level;
- Willingness to learn traditional and cultural practices of C/TFN as applicable within our governance setting;
- Willingness to work within and implement C/TFN models, structures and practices.
- Must be able to supervise staff.
- Must provide on-going professional development and training opportunities for staff.
- Must evaluate performance of staff and set expectations when required.

Conditions of Employment

- Copy of management training diploma
- Valid class 5 driver's license
- Drivers Abstract
- RCMP criminal record check

Please note: there will be no relocation assistance associated with this position.

Please submit your resume to erica.couch@ctfn.ca with the competition number and job title in the subject line before 11:59pm on the closing date.