



# JOIN ACFN TODAY!

Established Treaty since 1899 in  
the heart of the Athabasca Delta!

## EMPLOYMENT OPPORTUNITY – HOUSING SUPERINTENDENT

**Staffing Process Number: ACFN-2025-020**

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) full time Housing Superintendent role.

- One (1) full time role; 8 hours per day, 40 hours per week, and ability to work evenings, weekends, and holidays, as required.
- This position is local to **Fort Chipewyan, AB.**

**Interested? Email your cover letter and resume in confidence to [HR@acfn.com](mailto:HR@acfn.com)**

**Closing date: Open until a suitable candidate is found.**

### GENERAL RESPONSIBILITIES

- Providing field oversight for all phases of assigned construction projects.
- Developing and managing project schedules.
- Supervising and managing employee and subcontractor performance.
- Preparing documentation for effective site management, including daily logs, job-site progress and problems, incident reports, safety concerns, and delays.
- Implementing and executing quality control programs.
- Promoting injury-free job sites and enforcing occupational health and safety programs, policies and procedures.
- Conducting daily site inspections, and monitoring progress.
- Material control of all construction materials at site.
- NOTE: The complete position description is available upon request.

### QUALIFICATIONS

- Journeyman tradesperson.
- Five (5) years of construction or home renovations experience is an asset.
- Experience in preparing financial budgets and reports, is required.
- Provide costs for projects.
- Valid Class 5 Driver's Licence.
- Microsoft Windows environment; Outlook, Word and Excel.

Mahsi cho/Thank you to all who apply, however, only those selected for an interview will be contacted.

*Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.*

