



**Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services**  
Job Posting – **Housing Advisor**  
Fort Frances, ON

The Housing Advisor is responsible for providing member First Nations and other clients with technical assistance in administering Ontario Building Codes, as well as providing services such as building inspections, drafting plans, and blueprints. The Housing Advisor will also identify and undertake development opportunities in the areas of building/housing architecture and engineering.

**Primary Accountabilities Include:**

- Receives requests and coordinates housing and building inspections; travels to communities to conduct inspections, ensuring compliance with Ontario Building Codes and Regulations, identifying errors, and explaining corrective actions.
- Drafts and reviews drawings using AutoCAD, engaging in the feedback process with clients and the Technical Services Advisor; adjusts and edits as needed.
- Stays updated on building codes and regulations, communicating changes to clients and First Nation communities.
- Maintains affiliation with the Ontario Building Officials Association (OBOA); identifies training opportunities, attends local OBOA Chapter meetings and training sessions, and reports back to the Technical Services Advisor.
- Participates in committees, regional initiatives, and programs, including the First Nation Housing Conference (FNHC) committee.
- Manages project files, documentation, travel coordination, training, presentations, reports, meeting attendance, and reporting requirements.
- Applies knowledge of legislation, industry standards, policies, and codes in all job areas.
- Maintains a directory of reputable suppliers and contractors, working with them to resolve building deficiencies.
- Assists the Technical Services Department with various tasks as needed.

**Requirements:**

- Post-secondary education in Architecture or Engineering, or a Grade 12 Diploma with 1-2 years of applicable experience.
- Willingness to obtain a Professional Designation as a Building Inspector.
- Valid driver's license and access to reliable transportation for travel requirements.
- Professional, personable, and able to work with clients and others effectively.
- Excellent written and verbal communication skills with sound judgment in decision-making.
- Good understanding of codes and regulations, including the Ontario Building Code.
- Strong computer skills, familiar with MS Office and AutoCAD.
- Knowledge of First Nations culture, traditional values, and beliefs.

**Salary: \$50,000-\$70,000.00**

**Application process:**

Please submit a cover letter and resume that includes three (3) professional/work-related references, with written authorization to contact references to:

**Hiring Committee**

Pwi-di-goo-zing Ne-yaa-zhing Advisory Services  
Box 522 Fort Frances, ON P9A 3M8  
Tel: 807-274-8531 Fax: 807-274-4330 Email: [tryll@advisoryservices.ca](mailto:tryll@advisoryservices.ca)

*If submitting by email, please use **HOUSING ADVISOR** in the subject line and include your cover letter, resume, and written authorization to contact references in PDF format.*

**Deadline:** This position is open until filled.

**While we appreciate all applications, only those selected for an interview will be contacted.**