



DAKOTA OJIBWAY TRIBAL COUNCIL – School Maintenance Training Program (SMTP)

EMPLOYMENT OPPORTUNITY

POSITION: Program Manager
ADVERTISEMENT # 2627 - 7
LOCATION: Portage la Prairie, MB
CLOSING DATE: Tuesday, September 29, 2026 @ 4pm

PROGRAM MANAGER

Dakota Ojibway Tribal Council (DOTC) is seeking a qualified and motivated **Program Manager** to lead its School Maintenance Training Program. The program supports First Nation communities in maintaining safe, healthy and effective educational facilities by strengthening local maintenance capacity, coordinating training and providing access to technical expertise.

The Program Manager is responsible for program planning and service delivery, community and facility assessments, staff supervision, training coordination, preventative maintenance planning, technical support services, financial administration and funder reporting.

KEY RESPONSIBILITIES:

- Lead the delivery and ongoing development of the School Maintenance Training Program.
- Coordinate assessments of school facilities and community maintenance operations.
- Identify training, certification and upgrading needs for maintenance and janitorial personnel.
- Develop and coordinate training with colleges, institutes, trainers and other qualified service providers.
- Support First Nation communities in developing preventative maintenance plans, work-order systems and maintenance procedures.
- Coordinate qualified contractors and technical specialists, including HVAC, plumbing, electrical and fire-protection professionals.
- Supervise program staff and provide clear direction, performance support and professional development.
- Prepare, monitor and administer the program budget.
- Ensure program activities, records and reports comply with DOTC, funder and government requirements.
- Maintain effective working relationships with First Nation leadership, education authorities, school personnel, training providers and funding partners.

QUALIFICATIONS: (including, but not limited to)

The successful candidate will have:

- Grade 12 or a recognized equivalent.
- At least two years of experience supervising or managing employees.
- Experience in building operations, facilities maintenance, trades coordination or a related environment.
- Experience preparing, monitoring and controlling budgets.
- Experience coordinating training, projects, contractors or community-based services.
- Strong leadership, organizational, problem-solving and communication skills.
- Proficiency with Microsoft Word, Excel and Outlook.
- A valid Class 5 Manitoba Driver's License
- The ability and willingness to travel extensively throughout Manitoba and work a flexible schedule when required.

Preferred Assets

- Post-secondary education in facilities management, building operations, construction, adult education, business administration, project management or a related field.
- Knowledge of First Nations cultures, communities, governance and service environments.
- Knowledge of health and safety legislation and preventative maintenance practices.
- Experience working with contribution agreements, government reporting requirements or Indigenous Services Canada-funded programs.
- Current First Aid, CPR/AED, Occupational Health and Safety or Train-the-Trainer certification.

Interested applicants are invited to submit a resume and cover letter, including two (2) references to:

DAKOTA OJIBWAY TRIBAL COUNCIL
Attn: Erica Nicholson, Human Resources
Ph: (204) 871-0669 Fax: (204) 857-6037 Email: careers@dotc.mb.ca

****Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email****