



EMPLOYMENT OPPORTUNITY

POSITION: **Manager of Capital Projects (Capital Manager)**
SUPERVISOR: CAO (Chief Administrative Officer) or designate
WAGE: \$70,000 – \$83,000, dependent upon experience, knowledge and suitability
STATUS: Permanent Full-Time Position in Atlin British Columbia
CLOSING DATE: Open until filled.

POSITION SUMMARY:

Reporting to the CAO Capital Manager is responsible for providing the full range of project management services for TRTFN capital projects. The range of services provided spans the total project life cycle from initiation phase (including concept development, needs analysis, justification reports) through the planning phase (including design, project plan development and contract award) to the implementation phase (construction, commissioning, occupancy and warranties) consistent with TRTFN's mandate. Further, the Capital Manager oversees the Housing, Operations and Maintenance Divisions the Capital/Housing/O&M Department.

DUTIES AND RESPONSIBILITIES:

1. Preparing 5-year Capital Plan for TRTFN, reviewing, and updating yearly including capital project timelines.
2. Developing complete project plans and budgets outlining the key steps, milestones and decision phases required through to project completion.
3. Obtain resources to deliver programs by developing and submitting proposals to appropriate funding agencies.
4. Supervising the preparation of conceptual and schematic design reports and documentation.
5. Preparing capital project contracts for tender, obtaining competitive construction bids, reviewing construction claims when stages of completion are done to support claims submitted.
6. Overseeing and project managing the construction, renovation and repairing of buildings and other facilities owned by the TRTFN including planning capital project construction schedules, supervising construction foremen and monitoring quality, ensuring blueprints are followed, overseeing or ensuring cleanup of work sites, overseeing compliance with WCB regulations and ensuring all required inspections are completed and permits obtained and approved.
7. Directing and managing the completion of the overall project so that actions, changes, and disbursements are documented and remain within the allocated budget
8. Maintaining contact with consulting engineers and contractors regarding capital projects for TRTFN. Investigating a variety of complaints in situations where field checks are necessary. Preparing detailed project status reports for all.
9. Preparing and managing capital project budgets including developing and implementing work plans and project timelines, authorizing work orders and purchase orders up to established limits as approved and accordance with policies.
10. Mediating, persuading and resolving problems or issues that arise between designers, engineers, equipment specialists, contractors and program personnel during implementation in such a manner as to ensure the integrity of the project.
11. Preparing post construction and evaluation reports as well as detailed project completion reports and annual project reports.
12. Overall responsibility for the Housing and O&M Division, including Capacity Building of staff. Coordinates and participates in Housing Committee meetings, determining housing allocations with committee members and assists with tenant mediation.

EDUCATION AND EXPERIENCE:

Completion of Grade XII with post-secondary completion of a program resulting in Registration as an Engineering Technologist (RET) or Provincial Equivalent or Interprovincial Trades Certification with Red Seal or a Diploma in a Building Technology program or a related discipline. Experience working with First Nations and/or a combination of education, training and experience working as a Capital Projects Manager with at least 5 years' experience. Solid leadership, budgeting and management experience.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- **Criminal Record Check**
- Willingness to travel

APPLICATION PROCESS

Submit a resume to: senior.admin@gov.trtfn.com