



Position	Manager of Capital Projects, Housing and Public Works
Department	Capital, Housing, Public Works
Supervisor	Chief Administrative Officer (CAO)
Wage / Salary Range	\$80,000 - \$89,000 per year
Status	Permanent, Full-time
Location	Taku River Tlingit First Nation (TRTFN) Atlin, BC
Date posted	June 28, 2024
Closing Date	Until Filled

POSITION SUMMARY

Reporting to the CAO, the Capital Manager is responsible for providing a full range of project management services for capital projects as identified by TRTFN or as required by the department, and works with Government (TRTFN, Provincial and Federal) to assess feasibility and secure funding for those 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 Capital, Housing, and Operations & Maintenance (O&M) Departments.

ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)

The TRTFN is situated in its traditional lands in the community of a Atlin, British Columbia. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

LIVING IN ATLIN

Atlin, the small community of approximately 470 people, is in northwestern British Columbia, Canada. It is located on the eastern shore of Atlin Lake (the name comes from Áa Tlein, the Tlingit language word for “big body of water”), surrounded by mountains and connected to the Yukon via a hard surfaced, all-season maintained road. There are two small grocery stores, a post office, government agent, nursing station, an RCMP detachment, several churches, K-12 public-school, day-care facility, a volunteer fire department, museum, marina, small airport, parks and playgrounds, laundromat, gas stations, as well as restaurants and accommodations for tourism and local needs. Communication is via landline and satellite, although there is a proposal in place to bring fibre optic and cell service to the area. In addition to continued placer gold mining, Atlin offers its residents and visitors activities such as sightseeing, fishing, hiking, camping, as well as many arts and entertainment events.

WORK THAT MATTERS

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

DUTIES AND RESPONSIBILITIES

- 1) Preparing 5-year Capital Plan for TRTFN, reviewing, and updating yearly including capital project timelines.
- 2) Oversees the development of complete project plans and budgets including key steps, milestones and decision phases required through to project completion.
- 3) Obtain resources to deliver programs and training by developing and submitting proposals to appropriate funding sources.
- 4) Facilitates and coordinates the preparation of conceptual and schematic design reports and documentation with appropriate parties.
- 5) Oversees process of preparing capital project contracts for tender, obtaining competitive construction bids, reviewing construction claims when stages of completion are done to support claims submitted.
- 6) Oversight of the construction, renovation and repairing of buildings and all other assets owned by TRTFN including compliance with WCB regulations and ensuring all required inspections are completed and permits obtained are 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 or initiate change management process.
- 8) Maintaining contact with consulting engineers and contractors regarding capital projects for TRTFN. Preparing detailed project status reports as required.
- 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) Mediate and resolve issues that arise between employees, designers, engineers, equipment specialists, contractors and program personnel during implementation.
- 11) Ensure progress and final reports are completed and delivered as required.
- 12) Overall responsibility for the Housing and O&M Division, including Capacity Building of staff. Coordinates and participates in Housing Committee meetings and assists and supervises the Housing Coordinator (HC) in their duties and processes.
- 13) Ensures reporting requirement timelines are met for all stages of all projects.
- 14) Works closely with Indigenous Services Canada (ISC) and other agencies on various activities such as applications, funding, reporting, etc.
- 15) Participates in the TRTFN multi year Visioning process
- 16) Attends relevant workshops, training sessions and courses as required

EDUCATION

- Post secondary diploma or degree in an Engineering discipline, Building Technology or related field preferred or,
- A combination of education, training and experience working as a Capital Projects Manager with at least 3 years' experience.
- Trades certificate considered an asset.

EXPERIENCE

- Experience working with First Nations
- Solid leadership, budgeting and management experience.
- Sound working knowledge of relevant acts, codes, regulations and construction law.
- Knowledge of cost estimating and budget planning
- Experience working with accounting software (i.e. SAGE 50 and SAGE AP Automation)

SKILLS

- Effective management techniques and labor relations practices related to the supervision of employees including selection, training, coaching, mentoring, and evaluation.
- Strong oral and written communications skills.
- Knowledge of contracting, negotiating, and change management.
- Ability to analyze financial data and prepare financial reports and statements.
- Ability to motivate staff to produce quality materials within tight timeframes.
- Ability to participate in and facilitate group meetings.
- Proficient in the use of MS Office (Word, Excel, Power Point, Teams, Outlook)

POSITIONS SUPERVISED

- Various contractors
- Housing Coordinator
- Capital Department Contract Coordinator
- O&M Coordinator
- O&M Assistant Coordinator
- O&M Field Supervisor
- O&M Assistant Field Supervisor
- Others as determined

TRAINING REQUIRED - All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015
- Suicide Intervention (all H&W staff)
- Standard First Aid

COMPETANCIES

- 1) **Leadership** – Promotes organizational mission and goals and shows the way to achieve them. Sets clear, meaningful, challenging, and attainable group goals and expectations that are aligned with those of the organization.
- 2) **Communicator** – Listens to others and communicates in an effective manner. Ensures that others involved in a project are kept informed of developments and plans.
- 3) **Fiscal Accountability** – Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions. Monitors budget usage and ensures critical costs are covered.
- 4) **Planning and Organizing** – Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to achieve those objectives. Creates realistic schedules for project and follows them. Evaluates progress against schedule and goal objective.

- 5) Teamwork – Promotes cooperation and commitment within a team to achieve goals and deliverables. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first.

CONDITIONS OF EMPLOYMENT

- Class 5 driver’s license
- Criminal Record Check
- References

WORKING CONDITIONS

- This position involves time in both the office and in the field.
- Travel required both locally and for conferences, training, meetings.
- Participate in First Nations Infrastructure and Asset Conferences and Workshops.

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.
- Housing relocation assistance may be available.

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com

titled: Capital Manager– Application

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted.

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.