

## EMPLOYMENT OPPORTUNITY

<b>Position Title</b>	Director of Capital Projects
<b>Reports to</b>	Executive Director
<b>Classification</b>	Full-time
<b>Location</b>	1 Boat Ramp Road Brentwood Bay, BC
<b>Application Package</b>	Resume Cover Letter Three References
<b>Process</b>	Send application package to <a href="mailto:jenellebrewer@tsartlip.com">jenellebrewer@tsartlip.com</a>
<b>Deadline</b>	Open until filled



TSARTLIP FIRST NATION

### Job Summary

The position of Director of Capital Projects is responsible for the management, operation and maintenance of Tsartlip First Nation infrastructure systems, band owned buildings, and other physical assets as well as the Tsartlip Housing Program. The Director of Capital Projects is a key member of the Tsartlip senior management team. The Director has oversight responsibility for research, technical contract support and advisory services related to infrastructure projects and all other capital projects on reserve. The Director prepares and executes annual work plans within budget for the operation and maintenance of Band physical assets. Additionally, the Director has oversight responsibility for the Housing Program and functions both at the strategic and operational levels of the department.

### Roles and Responsibilities

#### Operations and Project Management

- Develop and implement a strategic capital and infrastructure plans, including writing funding proposals, developing, and managing RFPs, and reporting as required by Federal and Provincial regulators
- Policy and Bylaw Development: work contractors, legal counsel, Chief and Council and the Administrator in the development of policies and bylaws
- Work in collaboration with the Lands and Economic Development and the Marine Stewardship Departments in projects requiring inter-departmental consultation
- Prepare annual work plan, monthly reports and briefing notes as required
- Project management of reserve-wide work ensuring on time and within budget completion
- Provide dispute resolution and advocacy support to individual band members
- Participate in field-based activities including monitoring and research assistance
- Management of water and wastewater systems on reserve

#### Policies, Strategic Planning and Research

- Support the organization's work in establishing mission, vision, values, and policies
- Engaging constituents as appropriate toward the completion of infrastructure planning and in the development of community plans
- Provide information to the organization on long-term impacts of issues, decisions, and activities the department undertakes
- Develop MOUs with stakeholders on matters affecting the Tsartlip projects, programs, or assets
- Foster openness, understanding and suitable representation of community values and interest in all undertakings

### Housing Program Management

- Provide approval for all expenditures related to the Replacement Reserve allocations
- Ensure that all maintenance concerns with leased or rented band property are addressed in a timely manner
- Provide support and guidance to Housing staff on sensitive matters such as collection notices, inspections, and the enforcement of Housing Policy
- In collaboration with the Housing staff and Finance Department, ensure that rental arrears are addressed and managed in a consistent manner
- Work with Housing staff to create systems and processes which facilitate compliance with CMHC, BC Housing, and Tsartlip Housing policy and regulations

### Financial and Human Resource Management

- Develop and manage an annual budget to support strategic goals
- Develop administrative systems and procedures (information/filing systems) for departmental objectives
- Manage and evaluate staff through continuous consultation, coaching and professional development plans
- As required, conduct orientation for staff, contractors and consultants working with the department
- Ensure that all external reporting required for the various projects is submitted to funding, regional or legislative bodies in a timely manner
- Ensure expenditures made are within budgetary parameters and prepare any internal reporting required
- Prepare and present quarterly reports, annual report, and project reports for Tsartlip Chief and Council and for the community as directed by Chief and Council as well other reporting as required
- Manage all fiduciary responsibilities as assigned through a delegated authority process

### Knowledge, Skills, and Abilities

- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Ability to maintain confidentiality concerning financial and employee files
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Ability to utilize analytical and problem-solving skills
- Ability to utilize effective decision-making skills
- Excellent interpersonal, verbal, listening and communication skills
- Very efficient organizational skills
- Excellent attention to detail, high level of accuracy and time management skills
- Proven computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level

### Qualifications

- Certified Professional in one of the following areas: Project Management, Housing Projects/Construction, Business, Urban Planning, Land Management, Environmental Management, or related field
- A Bachelor's degree in Business Administration, Management, Engineering or Science, or a related degree, or another Bachelor's degree or college diploma with sufficient experience in a related field
- Excellent computer skills
- Five years working with Federal funding regimes
- Five years of experience working in First Nations communities
- Significant experience managing projects, budgets, and human resources
- Experience in maintenance management

*Preference may be given to those having knowledge of the WSÁNEĆ culture and traditions*