



Position Description
Sumas First Nation

Job Title: Capital, Housing & Public Works Manager
Reports To: General Manager
Team: Capital & Infrastructure
Date: January 2018 (V1.0)

Position Summary

The Capital, Housing & Public Works Manager is responsible for the planning, organization, direction and integration of the community's capital projects, public works and housing programs and services.

This position has primary responsibility for the administration, management and delivery of all housing programs, services and property management for SFN and supervisory the public works department

Working Relationship

The Capital, Housing & Public Works (CHPW) Manager reports directly to the Sumas First Nation (SFN) General Manager (GM), and must develop and maintain effective working relationships with other staff and SFN members

The CHPW Manager works as part of the SFN Management Team; as such each team member contributes towards the leadership, planning, direction and vision of the organization, ensuring clarity around organizational priorities and goals, and collaboration for shared goals.

Specific Responsibilities

Infrastructure Management:

- Plans, prioritizes, coordinates, directs and evaluates public works, housing and capital projects.
- Working with Consultants, engineers and other professional service
- Prepares RFP's, bid documents and assessment criteria for major projects including construction management as required
- Work in collaboration with the Land & Resources and Economic Development Departments on projects requiring inter-departmental consultation
-

Communication and Public Relations:

- Will act as the delegated SFN representative to other department and as required external agencies and may participate in a variety of boards, committees and internal working groups; provides liaison with various agencies, contractors and consultants.

Administration:

- Policy and bylaw development and implementation and policy compliance
- Provides technical assistance, research and prepares technical and administrative reports and studies.
- Records management and efficient file systems;
- Effective planning and delivery of the housing program, public works and capital projects.
- Annually review and update department plans
- Develop and implementation of long term; housing strategy, asset management and infrastructure
- Development and implementation of community communication strategy ensuring community engagement strategy is in place maximizing community involvement and participation in long term development plans.
- Provides community reports as required at general band meetings and develops written reports for inclusion in the SFN annual report

Human Resources:

- Recruits, trains, coaches, supervise and evaluate work performance of department staff. Provides staff with meaningful, objective and timely feedback on their job performance.
- Ensures compliance with Human Resource policies and procedures
- Construction/renovation crew as required
- Maximize SFN employment opportunities within all capital and other major projects
- Works in collaboration with the EDO to develop strategic education and training plans that will enhance and promote SFN member employment opportunities.

Project Management:

- Monitors programs to ensure that outcomes meet defined objectives; Ensures full compliance with funding program report requirements and applicable legislation;
- Work with contractors and consultants ensuring project outcomes meet expected results

Housing

- Lead and develop the strategic priorities and plans for housing, ensuring excellent customer service, achievement of plans and targets, delivering comprehensive and expanding range of services to meet identified needs and aspiration
- Is responsible for the professional and effective management of the SFN housing stock, housing development
- Delivery of quality services to SFN tenants
- Excellent asset management; development, implementation and monitoring routine and extra ordinary maintenance.
- Housing Advisory Committee: ensures the committee has appropriate administration support.
- Policy compliance
- Reporting

Planning & Organizing

Oversees the planning and implementation of programs.

Works with stakeholders to define measurable program outcomes.

Ensures that available resources are effectively organized to meet operational needs.

Financial & Asset Management

- Develops, administers and works within a department budget.
- Seeks out funding opportunities for SFN programs and services and ensures all necessary reporting is submitted to ensure compliance with funding.
- develops and submits funding proposals for programs and services.
- Ensures that department expenditures are made according to applicable policies and regulations
- Ensures accurate and complete financial reporting for all areas of responsibility (PW, Housing & Capital)

General

- Knowledge of principles of project management.
- Knowledge of regulations and standards for construction and on-going maintenance of major facilities.
- Knowledge of financial management, preparation of budgets, ongoing financial planning for multi-year activities, processes for purchasing and the maintenance of records and administration.
- Ability to provide effective leadership through management, supervision and direction to facilitate a comprehensive community infrastructure maintenance and operation program.
- Ability to analyze and assess complex programs, policies, and operational needs and make appropriate adjustments to ensure effective service delivery.
- Ability to Identify and respond to sensitive community and organizational issues, concerns, and needs...
- Ability to provide effective leadership through management, supervision and direction to facilitate a comprehensive community infrastructure maintenance and operation program.

- Ability to analyze and assess complex programs, policies, and operational needs and make appropriate adjustments to ensure effective service delivery.
- Ability to Identify and respond to sensitive community and organizational issues, concerns, and needs.

Knowledge, Skills and Abilities

- Knowledge of principles of project management
- Knowledge of regulations and standards for construction and on-going maintenance of major facilities.
- Knowledge of financial management systems to a working level, principles and practices of budget preparation, ongoing financial planning for multi-year activities, processes for purchasing and the maintenance of records and administration
- Ability to provide effective leadership through management, supervision and direction to facilitate a comprehensive community infrastructure maintenance and operation program
- Ability to analyze and assess complex programs, policies and operational needs and make appropriate adjustments to ensure effective service delivery
- Ability to identify and respond to sensitive community and organizational issues, concerns and needs
- High level of competency in computer software including MS Outlook, Word, and Excel
- Effective verbal, written and presentation communication skills
- Ability to work independently and self-manage

Training, Education and Experience

- Bachelor's degree from an accredited college or university with major coursework in construction management, engineering, or a related field or an equivalent combination of education and experience. or
- 10+ years of increasingly responsible project management experience in public sector construction management, public works maintenance management, or related activity including three years of management and administrative responsibility in a municipal setting or a First Nation community.
- Valid BC Class 5 Driver's License

Critical Success Factors

- Ability to work independently without supervision and in a team environment where mutual support is essential
- Able to deal with individuals in different situations including situations where complex, high pressure, difficult decisions, or emergencies; interacts with others in a tactful, compassionate and sensitive manner

Signatures

SFN Capital, Housing & Public Works Manager

Originated: January 2018

I have read, understand and agree with this position description. Further, I understand this Job Description is not a full and complete list of the duties and responsibilities carried out by the Executive Assistant, and are subject to review from time to time.

Department Manager (Print) Signature Date

SFN GM (Print Name) Signature Date

This position description was reviewed and approved by the Chief & Council.

C&C Representative (Print Name) Signature Date