



Position Description **Sumas First Nation**

Job Title: Capital Projects & Public Works Manager
Reports To: General Manager
Team: Capital Projects & Public Works Department
Date: January 2019

Position Summary

The Capital Projects & 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, infrastructure services, property management and public works.

Working Relationship

The Capital Projects & Public Works Manager (CPPW) 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 CPPW 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 development, implementation and policy compliance for departments of responsibility
- 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, infrastructure, 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 strategies ensuring 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 program
- 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 and Organizing:

- Oversees the planning and implementation of programs.
- Ensures that available resources are effectively organized to meet operational needs.

Financial 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 regulation

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 at 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
- High level of competency in computer software including MS Outlook, Word, and Excel
- Effective verbal, written and presentation communication skills

Training, Education and Skills

- 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
- 5+ years of 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

