

## SODA CREEK INDIAN BAND EMPLOYMENT OPPORTUNITY



**Job Title:** Capital Projects & Infrastructure Manager

**Job Summary:** The Capital Projects and Infrastructure Manager is responsible for the management of the Soda Creek Indian Band capital projects and Infrastructure, to include water sewers, roads and buildings as assigned, and the inspection of the Soda Creek Indian Band buildings and physical services.

**Duties and Responsibilities:**

1. Perform all duties and responsibilities in accordance with the Soda Creek Indian Band policies, standards and procedures, and as directed by the Band Administrator
2. Maintains confidentiality on all matters relating to the affairs of the Soda Creek Indian Band
3. Develops an operational plan which incorporates goals and objectives for programs and services, including program delivery and evaluation
4. Supervises capital projects ensuring they are completed on time and within budget
5. Meets regularly with government bodies, industry, First Nations organizations, etc. to share information and identify problem areas, and works towards developing solutions to issues
6. Reviews and assists in the implementation of the Community Development Plan and the Physical Development Plan, as needed
7. Coordinates and oversees the construction of Band construction projects in accordance with applicable building codes and other Provincial and Federal regulations
8. Updates Band Administrator on progress of projects, advising when construction is delayed or risks being over budget
9. Oversees and supervises all, construction staff & contractors; involved in the recruitment and development of staff
10. Prepares and submits regular activity reports and statistics to appropriate agencies and the community
11. Prepares an annual budget and five-year capital projects budget for approval of the Band Administrator and monitors expenditures throughout the year to stay within budget

**Education:**

- Graduation from High School Grade 12
- Diploma in Construction Management or related field
- Journeyman Trade Certification (e.g. carpentry)

**Experience:**

- 5 years related experience in construction, supervision of buildings roads and utilities
- 5 years supervisory experience and managing staff
- 5 years' experience developing and managing budgets
- Carpentry, plumbing &/or electrical experience
- Maintenance management experience

**Skills and Abilities:**

- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Experience working with/interpreting related government regulations
- Good interpersonal and people management skills. Strong team player with good team building skills
- Ability to organize, prioritize and manage workload
- Good integrity and professionalism. Good planning, organizational and coordination skills
- Ability to work independently/with minimal supervision
- Demonstrated knowledge of related government regulations
- Good oral and written communication skills. Strong analytical and decision-making skills
- Ability to develop reports that identify issues and solutions. Ability to plan, estimate, budget and manage finances
- Knowledge of the provision of construction principles, practices, policies and procedures to consult with staff and various other governing bodies and agencies
- Lifestyle consistent with the importance and responsibilities of the position

**Conditions of Employment:**

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's License
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's License
- Holds a Level 1 Occupational First Aid certificate

**Salary:** Wage Grid Level 7, depending on experience.

**How to Apply:**

For a complete job description and application package, please visit the Employment Section of the Soda Creek Band website at: [www.xatsull.com](http://www.xatsull.com)

1. Please provide a cover letter with salary expectations and availability.
2. Complete Job Application Form.
3. Resume with Three work related job references.

**Email your Application to:**

Deanna Dormuth, Executive Assistant

**Email:** [execasst@xatsull.com](mailto:execasst@xatsull.com)

**Mail your Application to:**

**Fax to:** 250 989-2300

Attention: Deanna Dormuth  
Soda Creek First Nations  
3405 Mountain House Road,  
Williams Lake, BC V2G 5L5

**Application Deadline: May 17 2019 by 4PM.**

Applications will be accepted by email, hand delivery, fax or by mail.