



# Tsq'escen' First Nation

## Public Works, Infrastructure, O&M and Housing

### *Director of Public Works*

#### **Job Summary:**

The Director of Public Works is responsible for the leadership, planning, development, and administrative management of the department in accordance with the vision, objectives and strategic direction set by the Comprehensive Community Plan, Physical Development Plan and Council. The Director also must manage, update and implement all policies pertaining to construction projects, maintenance and repairs of the Nation's public properties, roads and utilities. As the Director of Public Works, you will also develop project plans, purchase, allocate resources, estimate and monitor costs. You will have the ability to build relationships with other TFN departments, developers, contractors and utility companies in the coordination of projects. The Director is a key member of the senior management team and works closely with Chief and Council, the CAO, department managers, contractors, funders and community members.

#### **Duties and Responsibilities**

1. Performs all duties and responsibilities in accordance with the Tsq'escen' First Nation policies, standards and procedures, and as directed by the Chief Administrative Officer
2. Maintains confidentiality on all matters relating to the affairs of the Tsq'escen' First Nation

#### **Housing, Infrastructure, Asset Management and Capital projects**

1. Creates a long-range strategic plan for housing, infrastructure, and utilities that reflects the direction set by Council
2. Creates yearly and project budgets to support plans and finds funding through proposals, applications and other strategies
3. Develops with Managers, annual operational plans and evaluates progress throughout the year
4. Develops and implements asset inventory, long range capital plans and maintenance programs which incorporates goals and objectives for programs and services, including program delivery and evaluation
5. Creates an inventory of assets, along with the development of plans to ensure assets are up to current standards and codes
6. Manages, updates and implements all policies, procedures and Bylaws and provides related policy analysis for the Band Council
7. Takes overall responsibility for all infrastructure, including construction or repair of public buildings, earth structure (above ground and below ground), powerhouses, roads, trails, parks and systems related to water distribution and sanitation
8. Develops specifications, in consultation with the Engineering Consultant, for contractor bids
9. Oversees the O&M inspections of public buildings, roads, and utilities for health safety and conditions, and develops a written report(s)
10. Ensures the safety of the water distribution and sanitation systems and the development of infrastructure for future growth
11. Develops Housing Strategy and operational framework for long term housing needs
12. Maintains an up-to-date knowledge of changes in building technology, regulatory current code requirements and proactively seeks ways to improve the quality of structure design
13. Consults and liaises with government, housing, public works, maintenance and capital experts to share information and to potentially formulate joint special projects which would enhance the delivery of existing programs and services
14. Other duties as assigned or required

#### **Project Management**

1. Plans, schedules, organizes, directs and controls projects from start to finish according to timelines, specifications and budget
2. Provides project administration including cost control, schedule control and change order administration
3. Develops schedules and milestone and monitors progress against the plan
4. Ensures uniformity upon project completion to expected standards across all projects
5. Prepares contracts and negotiates revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors
15. Develops and implements quality control programs
16. Prepares progress and other reports
17. Hires and supervises the activities of subcontractors and subordinate staff

#### **Human Resources and Administration:**

1. Oversees and supervises all program staff; coordinates and participates in the recruitment of staff
2. Takes responsibility for the orientation, performance review and capacity development of staff
3. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues
4. Ensures employee compliance with Band policies and procedures
5. Coordinates and leads staff meetings, sets the agenda, provides minutes and clearly communicates Band information to all staff
6. Keeps the Chief Administrative Officer informed of sensitive and important issues and events

#### **Finance Management/Reporting:**

1. Ensures all funds are authorized and properly accounted for
2. Develops the annual budget for all department programs
3. Monitors budgets
4. Writes proposals to secure funding or develop programs
5. Ensures regular reporting to appropriate agencies, most importantly completing financial reporting for respective government funding bodies
6. Manages the preparation and submission of program reports, recommendations for program improvements and program evaluations
7. Provides an annual report for audit and general membership
8. Ensures sound financial management of the Infrastructure & Capital programs

#### **Community Relations:**

1. Ensures that Tsq'escen' First Nation members have an understanding/knowledge of the programs, services and opportunities of the Infrastructure & Capital programs
2. Attends General and Special Band meetings, and other community meetings, as required
3. Ensures the Tsq'escen' First Nation members have the opportunity to share their views, concerns and needs relative to programs and services
4. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

**Qualifications and Education:**

- Applied technology degree in architecture, engineering, building technology or related field or a combination of education and experience
- Project Management Professional (PMP) designation an asset
- Certification in Water Treatment/Distribution and Wastewater Collection/Treatment an asset

**Competencies:**

The Director Infrastructure & Capital should demonstrate competence in some or all of the following:

- Conflict Resolution - Brings conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships
- Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients and colleagues to build long term relationships that foster collaboration and partnership
- Leadership & Teambuilding - Sets an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coaches for employee development and provides purposeful feedback for improved performance
- Strategic Performance - Contributes to the organization’s strategic performance by linking long-range vision and mission to the daily work, developing individual and/or group goals, aligning goals with organization objectives and building commitment of staff to this direction
- Results Orientation - Pursues excellence while achieving results that meet or exceed customer requirements focusing on the highest priorities
- Financial Impact - Delivers on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns and synthesizing financial data into meaningful terms
- Innovation - Makes an effort to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement
- Analytical Thinking - Observes identifies and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations
- Business Acumen - Demonstrates an understanding of industry trends, business concepts, economic development as well as the constraints and limits of the environment in which the service is provided while increasing the value of products and services

**Skills and Abilities:**

- Demonstrated skill in project management of construction projects
- Understands construction concepts, building codes, urban planning, engineering, architectural concepts and contract management
- Ability to tender, negotiate and administer contracts for capital assets and/or infrastructure related to projects and operations
- Ability to mentor staff and build skills and capacity
- Ability to work independently and build effective interpersonal relationships
- Ability to work collaboratively with the leadership team in the establishing of goals, strategy, preparation of budgets and funding proposals
- Ability to see the big picture and think strategically
- Demonstrated ability to develop budgets, write business plans and technical reports, and perform detailed analysis
- 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)
- Ability to self-regulate, meet deadlines, have attention to detail
- Ability to manage conflict and manage change
- Lifestyle consistent with the importance and responsibilities of the position

**Experience:**

- ▯ Minimum 2–3 years of relevant senior management experience.
- ▯ Demonstrated experience in Indigenous housing, infrastructure, and public works delivery.
- ▯ Experience working with or in First Nations communities.

**Working Conditions:**

- Travel to other related organization locations will be required
- May need to respond to after-hours or emergency calls
- Required to work some non-standard hours to attend meetings or events, overtime is required
- Receives minimal supervision with occasional direction and very few checks of the work performed

**Directly Supervises:**

- Operations & Maintenance Manager, Housing Manager, Capital Projects Manager, Construction and Fleet Management

**General Category:**

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communications with co-workers, leadership and all others who do business with Tsq’escen’ First Nation
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Serves on committees as directed by the Chief Administrative Officer
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of Chief Administrative Officer
- Recognizes and respects all cultural diversity and has an understanding of Secwepemc

**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 Licence
- 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

**Term:** Full time  
Monday to Friday – 35 hours/ week

**Hourly rate of Pay:** As per the TFN Salary Grid (depending on experience)

**Application Deadline:**    Open until position is filled

**Cover Letter & Resume sent to:**

**Jennifer Bonnell, CAO Assistant**  
Tsq'escen' First Nation  
Box 1030  
100 Mile House, B.C.  
[CAOAssistant@Tsqescen.ca](mailto:CAOAssistant@Tsqescen.ca)

**Note:**

***As per Section 4.2 (4.2.3) of the Tsq'escen' First Nation Human Resources Policy, preference may be given to applicants of First Nations, Métis, and Inuit ancestry.***

***Preference may also be given to applicants who can demonstrate knowledge and/or experience with our Secwepemc language, culture, history, and customs.***