



ʔakisq̓nuk First Nation

POSITION DESCRIPTION

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

POSITION TITLE: Project Manager

DATE: June 2022

PROGRAM: Administration

REPORTING TO: *Senior Administrative Officer*

OVERVIEW

ʔakisq̓nuk First Nation ("AFN") is a member Community of the *Ktunaxa Nation*. AFN Administration exists for the Community and is comprised of different departments unified by our Vision, Mission, and Values. The AFN departments work together to achieve our goals and objectives as set out in our long and short term strategic plans. We continue to progress and move our community forward toward our Vision.

POSITION SUMMARY

The Project Manager (the "PM") position will be a one-year term position. This position will take the lead in capital projects for the ʔakisq̓nuk First Nation. The project manager will participate in all aspect of the capital projects from planning to commissioning.

DUTIES AND RESPONSIBILITIES

- Ensuring all capital projects are delivered on-time, within scope and within budget.
- In liaison with the Housing Department, take charge of capital projects which fall under the Housing Department and to work in conjunction with the Housing Manager on budget allocations, issues as they arise, and to recommend ideas.



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- Capital projects will include, but not limited to, the buildings associated and owned by AFN, renovations to existing buildings and infrastructure, and advising on the status of present and future projects.
- Develop project scopes and objectives, involving all relevant stake holders.
- Planning all aspects of capital and other types of projects to ensure ʔakisq̓nuk's interests are protected.
- Ensure all aspects of projects are covered in the planning process.
- Oversee the construction process
- Ensure all construction projects meet or exceed building code.
- Arrange and schedule trades for projects as needed.
- Negotiate contracts with various outside organizations.
- Work with onsite supervisor to ensure safety on the site, in accordance with WorkSafe BC regulations.
- Analyze, manage, and mitigate risks.
- Ensure contractual conditions of performance are met.

STRATEGIC PLANNING

This position will be involved in all aspects of planning, from idea to completion. This will include all capital project planning and following the project lifecycle to ensure continuity and transparency. Documentation of the project lifecycle to maintain crucial records of project planning phases.

FINANCIAL

The PM will be responsible for developing, monitoring budgets, and adhering to budget restrictions for projects. Ensuring ʔakisq̓nuk First Nations financial interests are protected within project scope. Adhere to timeline and quarterly reporting schedules.

COMMUNICATION

The Project Manager is responsible for internal and external communication. This will include communicating with department heads on where their projects are and regular budget updates. Timely reporting to Council is required.

Communication with external funders is expected. Provide regular reports to Council.



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This position will also be required to work with other departments on various projects. Although the majority of project will be within the Public Works and Housing departments, it will be necessary to work with other departments, as needed.

REPORTING

Reporting on finances to funders as and when required. Report changes and instructions to external supplies and contractors. Reporting to and updating Chief & Council on a regular basis.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum 5 years' work experience in construction management.
- Civil engineering degree or equivalent.
- PPMO certification is considered an asset.
- Working knowledge of various components of capital projects e.g. Water, sewer, electrical, plumbing, including relevant rules, regulations, and quality standards.
- Knowledge of provincial and federal building codes.
- Experience in contract negotiation and tendering process.
- Encompass and ensure workforce development and training aspects for AFN Members.
- Experience with or as a contractor.
- Competent in conflict and crisis management.

GENERAL STATEMENT

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and stay informed about the culture to gain a greater understanding.