



# Lytton First Nation

## Job Posting: Assistant Field Inspector

**Location:** Lytton, BC

**Position Type:** Temporary Full-Time (200 weeks or until project completion)

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### About Us

Lytton First Nation (LFN) is a culturally grounded community with a strong identity and commitment to building a sustainable, self-sufficient future. Guided by the wisdom of our Tl'kemsin Elders and the knowledge of our leaders and membership, we strive to create a healthy economy and vibrant community for future generations.

Our mission is to strengthen community vitality by planning responsibly for the future, safeguarding our people, preserving our traditions, and ensuring long-term economic and fiscal stability. We maintain respectful, mutually beneficial relationships with local, provincial, and federal partners, supporting transparent governance and the continued growth and well-being of our Nation.

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### About the Role

The **Assistant Field Inspector** will support the Primary Field Inspector by assisting with field reviews, report preparation, and other routine inspection-related duties. Reporting to the Capital Manager and under the guidance of the Primary Field Inspector, you will support the implementation of engineering designs, assist with verifying compliance with applicable local standards and specifications, coordinate with LFN Staff and Contractors as required, and provide support for construction administration activities.

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### What You Will Do

As the **Assistant Field Inspector**, you will:

- Assist with the review of municipal engineering design drawings, specifications, and related correspondence for land development projects and capital works improvements
- Support the Primary Field Inspector by conducting field inspections to verify compliance with approved drawings, local & regional standards, and accepted engineering practices
- Prepare and maintain daily, weekly, and monthly field inspection and progress reports as required
- Assist the Primary Field Inspector with the preparation of monthly progress payment documentation
- Liaise, under the direction of the Primary Field Inspector or Capital Manager, with clients, municipal staff, contractors, and community as required
- Provide support with construction administration activities in a consistent, accurate, and timely manner
- Attend meetings with clients, contractors, and municipal staff, and assist with documenting meeting discussions, decisions, and action items for project records
- Demonstrate a working understanding of the project scope as outlined in engineering drawings and contract documents
- Provide timely responses and follow-up to internal and external project partners to support the efficient completion of construction activities
- Participate in the review of draft and final as-constructed (record) drawings to help confirm accuracy with field conditions

### What You Bring

- Experience in the field of civil construction is an asset
- Possess knowledge of local municipal construction standards and specifications
- Relevant experience, education, or a combination of both will be considered

- Previous experience in a First Nation’s environment is preferred
  - Good oral and written communication and interpersonal skills
  - Professional, positive attitude and problem-solving skills
  - Ability to work on several projects or issues simultaneously
  - Ability to manage time effectively and meet firm deadlines
  - Understanding of First Nations services, cultural humility, and community-based approaches
  - Knowledge of Nlaka’pamux culture, community values, and local context is an asset
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### **Additional Requirements**


- Ability to maintain confidentiality and professional boundaries
  - BC Driver’s License, and submission of driver’s abstract
  - Clear Criminal Record Check
  - Two business references (must include a direct supervisor)
  - Commitment to ongoing training and professional development
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### **Why Join Us?**


Working with LFN means contributing to cultural oriented, secure community with a strong community identity and sense of place in a role where your leadership directly impacts the wellbeing of our Nation. You will join a supportive team rooted in our shared values of **community, innovation, integrity, service, and teamwork.**

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### **How to Apply**

 [jobs@lfn.band](mailto:jobs@lfn.band) or in person at the LFN Administration Office

**Resume, cover letter, and business references**

 **(250) 455-2304**

 **www.lfn.band**

**Position is open until May 21<sup>st</sup>**