



LYTTON FIRST NATION

P.O. Box 20, Lytton, B.C., Canada, V0K 1Z0, Ph. 250-455-2304

EMPLOYMENT OPPORTUNITY

Capital Manager

Lytton First Nation (LFN) is looking to fill the role of Capital Manager. If you are an innovative, resourceful, and independent person with senior management skills this is the job for you.

The Capital Manager role's primary responsibility is the planning and delivery of capital projects including renovation, upgrades, and new construction projects.

DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities in accordance with Lytton First Nation formal plans, policies, standards, and procedures
- Maintain confidentiality on all matters related to the affairs of the LFN
- Lead the coordination and management of all strategic capital projects including replacements, improvements, and/or new construction
- Identify and develop a preventative maintenance schedule
- Manage the project scope and development of project budgets and schedules
- Manage project risks and identify contingencies to manage risks
- Provide on-going communication of project updates, including the schedule and the budget through regular progress reports
- Negotiate and manage agreements with contractors, suppliers, and consultants
- Ensure suppliers and contractors deliver and meet the project specifications, schedule, quality, and performance guarantees
- Oversee construction site activities including the coordination of multiple contractors
- Ensure the necessary permits required to ensure the safe and compliant delivery of the project are acquired in a timely matter
- Supervise and document contractor compliance with safety policies, environmental regulations, and applicable laws

Education/Training/Certifications

- Civil Engineer or equivalent, and/or Project Manager training or certification Experience
- Minimum of 5 years' experience managing large scale capital projects, specifically with civil projects
- Able to read and understand technical reports, architectural drawings, and construction project related documents with sound understanding of the BC Building Code
- Experience using project management software and proven ability to develop project scope, schedules, and budgets
- Ability to work effectively with ISC and the FNIIP is essential.

Salary and Renumeration: LFN offers a competitive salary, and above average benefit package.

Open Until Filled

Apply with cover letter, resume, and 3 current references to:

Administrator: jobs@lfn.band

(250) 455 2304