

FIRST NATION OF NA CHO NYAK DUN (FNNND)

IDENTIFICATION: Capital Manager
DEPARTMENT: Infrastructure
SUPERVISOR: Director of Capital and Infrastructure
DATE: April 2022
STATUS: Full-Time Indeterminate
CLASSIFICATION: Level 7

Job Summary

Reporting to the Director of Capital and Infrastructure the Manager, Capital is responsible for the overall administration, management and delivery of a capital work program, services and properties of the FNNND. The incumbent is responsible for managing projects on time, within budget, according to specification. The incumbent is also responsible for producing required reports.

Main Responsibilities

1. Manages capital projects, services and properties

- Supervises contractors communicates job expectations, plans, monitors and assesses job results
- Supervises water and heating plant
- Provides coaching, counselling and initiates corrective action as necessary
- Ensures budgets, work plans, and reports on expenditures are prepared and monitored according to policies and procedures (i.e. Finance Act);
- Manages capital buildings (i.e. Government House, Central Services Building/ Systems (i.e. water/ sewer), off-site garages and site specifics (i.e. Farm, Garden, Outpost, etc.), fleet vehicles (i.e. logs, maintenance and renewal), assets (i.e. equipment and tools), and property (i.e. roadways, parking lots) are organized, maintained and monitored
- Determines capital equipment necessary to carry out duties

2. Manages ongoing maintenance and controls capital assets and liabilities in strategizing, developing, and implementing a 5-year Capital Plan, in accordance with the organizational strategic plan (i.e. Capital Garage);

- Ensures adherence to established regulations, standards and codes; upgrades as necessary
- Ensures estimates/ quotes on project material, supply, and labor are completed efficiently and accurately.
- Ensures site delivery and inventory control on materials and supplies; and
- Prioritizes and ensures projects are completed within timelines and on budget.
- Manages the capital buildings at the NND Garden and Farm

- Oversees the construction of a capital garage
 - Assists in the issue of sewer backup in the Administration building and schedules regular maintenance/cleanup to prevent sewer backups
- 3. Manage, strategize, develop and implement Capital and Asset policies and procedures.**
- Monitors and interprets changing legislation, building codes, worksite safety and common law (an asset), as it pertains to infrastructure and assets (i.e. Certification of Recognition COR Program).
- 4. Management of Vehicle Fleet**
- Tracks and maintains records of fleet vehicle inventory
 - Ensures all vehicles are compliant with YTG and NND requirements
 - Maintains vehicle maintenance and gas logs
 - Ensures that drivers abstracts are on file
 - Ensures regular vehicle inspections and recommends replacement vehicles
- 5. Occupational Health and Safety**
- Ensures that OH&S Committee is operational so that staff can work in a safe environment
 - Ensures that all buildings and facilities meet requirements as per Canada Labour Code and OHS requirements
 - Ensures that a Safety Management System is in place
 - Works with the HR Department to address issues of workplace bullying
 - Ensures that workplace incident reports are completed in a timely manner
 - Ensures that all buildings and facilities meet or exceed Occupational Health and Safety legislative requirements
- 6. Upgrading of facilities, buildings and camps**
- Ensures that network of roads, driveways and parking lots are operational year round
 - Ensures that kitchens in the Administration building and other facilities are up to required building codes and adhere to Health/Safety Regulations
 - Schedules visits to outpost camps and other locations and makes recommendations for improvements
- 7. Communications and Relationship Management**
- Ability to collaborate with the management team to develop strategies and plans for initiatives that are inter-related programs (i.e., Occupational Health and Safety, Site Specifics – Ethel Lake Outpost, Fraser Falls, Farm, Nash Creek, Old Village, etc.);
 - Assist with strategic planning and develop new strategies
 - Ability to deliver open, clear, user friendly communication on program initiatives and public relations, as required

- Ensures adequate communication between the Director of Capital and Infrastructure, the department, internal/ external stakeholders, and contractors, as required.
- 8. Writing Funding Agreement Proposals for capital buildings and equipment**
- Develop positive relationships with the various funders
 - Develop positive relationships with Village of Mayo and local YTG officials
 - Identify for which capital projects funding is required and determine most appropriate funding source
 - Develop and issue Request for Proposal documents as required
 - Work with architects, construction companies on criteria for proposals
 - Collaborate with staff from other NND departments as required
 - Develop project charters and implementation plans, along with measurement criteria
- 9. Other duties or special projects as required**

Qualifications

Education and Experience:

- Grade 12 or equivalent and/ or Carpentry Journeyman Certification and/ or Red Seal Journeyman;
- 3-5 years' experience working in carpentry trade with management/ supervisory skills;
- COR (Certificate of Recognition) Program Certification/ Occupational Health and Safety Training and/ or willing to obtain;
- Knowledge of the FNNND history, culture, demographics, goals and aspirations are assets
- Experience working in a First Nation/multi-cultural environment/ community.

Knowledge, Skills and Abilities

- Excellent oral and written skills
- Excellent time management and organizational skills
- Demonstrated Project management skills
- Demonstrated conflict resolution skills
- Ability to assist effectively in crises situations
- Knowledge of relevant legislation, policies and procedures
- Knowledge of the First Nation culture and political structure.

Interpersonal Skills:

- Ability to act in a diplomatic and confidential manner
- Ability to work as a team member and demonstrate flexibility under all circumstance;
- Ability to take initiative, work independently and meet critical deadlines.

Office Equipment Skills:

- Computer skills (i.e., MS Office, MS Outlook, MS Project Management software, AIS software)
- Phone, Fax, Multi-function Copier

Decision Making

The position is expected to make operational decisions within general direction and strategic priorities as determined by the Director of Capital and Infrastructure. The incumbent is responsible for developing new policies, practices and procedures. The Manager is expected to make recommendations in collaboration with the Director of Capital and Infrastructure and management team for effective planning processes; and respond to a variety of decisions that may affect day to day operations and overall project delivery efficiency of operations and implementation priorities.

Impact/ Accountability

The work of this position directly impacts the effectiveness of operational capital management plans, programs, activities, boards, committees, policies, proposals, etc.; therefore, has a direct impact on the overall mandate of FNNND. The incumbent is fully accountable to the Director of Capital and Infrastructure for the overall achievement of management goals and plans.

Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply
Director of Capital and Infrastructure	To receive direction, exchange information, give advice on programs, recommend changes and assist with planning.
Council	May be required to exchange information and consult with as directed.
Staff	To provide information and coordinate efforts
First Nation Organizations	To negotiate, exchange information, assist in planning strategy as required
Federal, YTG, Private Business Sector and Industry	To assist in negotiating and planning. Exchange of information.
NND Citizens	To communicate information on policies and program initiatives, give advice and exchange information.

Positions Supervised

- Building Infrastructure Worker
- Water/ Vacuum Truck Operator
- Carpenter Lead Hand, Capital

- Labourers
- Water and heating plant staff

Working Conditions

The incumbent spends most of his/ her day within the office. However, s/ he is also expected to meet with others outside of the office; therefore, is often faced with harsh weather conditions.

The incumbent must spend a great deal of time in intense concentration. The incumbent has to respond to and manage crisis and/ or emergency situations and must function in a courteous and tactful manner. As there are a number of initiatives within the department, the incumbent is expected to handle a number of projects at the same time and this can be stressful.

Conditions of Employment

- Valid Class 5 Driver's License and Drivers Abstract
- Criminal Records Check
- May be required to work outside during inclement weather conditions

Note: This is a general description of position responsibilities and is not necessarily all encompassing.