

## **FIRST NATION OF NACHO NYAK DUN (FNNND)**

<b><u>Position Title:</u></b>	Director Capital and Infrastructure
<b><u>Department:</u></b>	Capital and Infrastructure
<b><u>Supervisor:</u></b>	Executive Director
<b><u>Date:</u></b>	August 2022
<b><u>Status:</u></b>	Full Time Term
<b><u>Classification:</u></b>	Level 10

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### **Job Summary**

Reporting to the Executive Director the Director Capital and Infrastructure is responsible for the overall administration, management and delivery of all Capital and Infrastructure programs, the development and maintenance of all FNNND property and housing assets, as well as municipal services. This includes management of a multi-million-dollar budget and a workforce of ten to thirty staff and contractors. The position is responsible for researching, planning, executing, and delivering a multi-year capital plan that meets the ongoing needs of the First Nation for housing, recreation and other. A key responsibility is the mentoring and capacity development of FNNND staff.

### **Main Duties**

1. Provides overall administration, management and delivery of all Capital and Infrastructure projects, programs, services, properties and human resources by:
  - In consultation with Citizens and Council, research, prepare, revise and implement a 5-year Capital Strategic Plan aligned with the FNNND organizational strategic plan
  - Manage the department budget, forecasting budget requirements, preparing annual budgets, scheduling expenditures, analyzing variances, and initiating corrective action
  - Ensuring budgets, work plans, training plans and reports on expenditures are prepared and monitored in accordance with the FNNND Finance Act, Regulations and Policies
  - Supervising all Capital and Infrastructure staff by communicating job expectations, planning, monitoring and appraising results, ensuring consistent adherence to standard operating procedures, policies and systems through one-on-one and group communication with staff
  - Ensuring all occupational health and safety requirements are met on all worksites
  - Preparing and managing contracts and supervising contractors
  - Representing FNNND in meetings and consultations with other government agencies on capital, housing and infrastructure issues, priorities, strategies, plans, objectives, and standards
  - Researching and preparing funding proposals, negotiating funding agreements, and managing funded projects in accordance with those agreements, preparing narrative and financial reports as required
2. Ensure the ongoing development and maintenance of all FNNND infrastructure and property assets to ensure all structures are safe and maintained within established codes and standards by:
  - Providing leadership and supervision to the Housing and Infrastructure Manager to ensure:
    - systems are in place to respond to tenant queries, requests for services, and concerns
    - the FNNND Housing Policy provisions are always followed

- estimates and quotes on material, supplies and labour for projects are completed thoroughly and accurately
  - timely delivery and security of materials
  - repairs and construction projects are completed in a timely manner
  - records and reports of all construction and maintenance activities are completed and submitted in a timely manner
  - Ensure the effective management and maintenance department and FNNND assets (e.g., equipment, fleet vehicles, etc.), including establishment of multi-year purchase, maintenance and replacement schedules
  - Providing leadership and supervision to the department staff including the Water Plant Operator, Project Managers and other direct reports
  - Developing and maintaining Capital and Infrastructure policies and procedures, and making recommendations for legislative and other changes where appropriate (e.g. home ownership criteria, housing allocation, etc.)
  - Keeping current on changing legislation, building codes, worksite safety and caselaw as it pertains to department programs
3. Representing the Capital and Infrastructure department on interdepartmental and intergovernmental working groups, teams and committees, and on the management team by:
- Coordinating efforts on inter-related programs (e.g. Outpost activities and camps, occupational health & safety committee, etc.)
  - Ensuring open and clear communication protocols are met on program and public relations initiatives of the department
  - Serving as an advisor on Committees as directed by Council
  - Participating in organization-wide strategic planning
  - Attending General Meetings and Assemblies, and undertaking other projects and activities as directed.

### **Qualifications**

- Degree or Diploma in Civil Engineering or equivalent education related to Capital and/or Infrastructure management; and a minimum of three (3) years' experience in a senior construction/project management role, preferably in a government or First Nation environment
- An equivalent combination of education and experience will be considered
- Journeyperson/Red Seal certification in an area of construction as well as additional certifications (e.g. Project Management, Construction Management, Supervisory Skills, First Aid/CPR, WHIMIS, etc.) will be considered as assets

### **Knowledge and Skills**

- Comprehensive construction and/or municipal/infrastructure management knowledge
- Building construction codes and regulations
- Construction and service contract law and administration
- Understanding of various legislation and regulations that govern federally regulated employers (*Canada Labour Code and Regulation, Occupational Health & Safety Acts and Regulations, Human Rights Legislation, etc.*)
- Good knowledge of or demonstrates ability to quickly acquire knowledge and understanding of FNNND culture and history, the FNNND Self-Government Act, the Final Agreement, and the Constitution
- Knowledge of computerized project and asset management systems and software,
- Ability to work in a developing, culturally unique government setting

### **Management Skills**

- Experience working at the management level, including the ability to direct, supervise and evaluate the performance of personnel, and to provide advice and guidance to others in doing the same
- Ability to develop and manage department budgets
- Ability to lead and direct program and policy development
- Sound analytical thinking, planning, prioritization and execution skills
- Strong decision-making, problem-solving and conflict resolution skills
- Ability to manage high levels of stress effectively
- Must have excellent organizational and time management skills

### **Interpersonal Skills**

- Excellent communication skills, both oral and written
- Must demonstrate discretion, tact, diplomacy, compassion and good judgment at all times
- Ability to work effectively as part of a management team in establishing and maintaining professional working relationships with staff, citizens and the general public
- Ability to provide strong leadership skills, motivating and empowering people
- Ability to work flexible hours
- Must maintain confidentiality, honesty and trust

### **Decision Making**

The goals and objectives of this position are determined by Chief & Council in consultation with the Executive Director. The Director is expected to lead the development and implementation of multi-year capital plans and is required to make decisions on all operational aspects of such implementation. Decisions made by this position have a significant impact on the safety and well-being of Citizens of FNNND in the quality and quantity of housing and programming available.

### **Impact/ Accountability**

The Director Capital and Infrastructure is responsible for the safe, effective and efficient operation of the Department. This includes capital construction projects, housing construction, retrofits, renovations and maintenance, as well as various public works projects. The position's technical knowledge and skills relied upon to ensure safe and quality products on time and on budget. This requires considerable coordination, delegation, monitoring and accountability. The Director Capital and Infrastructure is responsible for developing and implementing multi-year Capital plans and for ongoing evaluation of operations and services to identify areas for improvement.

### **Positions Supervised**

- Capital and Infrastructure Assistant
- Manager, Capital
- Manager, Housing
- Water Plant Operator/ Supervisor
- Health and Safety Officer

### **Working Conditions**

This position works in a normal office environment up to 75% of time but with the following additional conditions:

- Occasional travel within and outside of Yukon
- Regular hours but with flexibility to meet emergent or cyclical demands

- Intense mental concentration to meet regular and ad hoc deadlines in the performance of duties which may be interrupted by employees, residents, clients, and contractors, throughout the day
- May occasionally have to deal with upset individuals, clients, citizens
- Physical activity is required from time to time, when inspecting and/or providing direction on jobsites, in all weather conditions.
- The incumbent will spend long hours sitting and using office equipment and computers, which may cause muscle strain and sensory demands, such as, eye strain and occasional headaches.
- The working environment maybe busy, distracting and the incumbent will need excellent organizational, time and stress management skills to complete the required tasks.

### **Conditions of Employment**

- Criminal Records Check/Security Clearance
- Valid Class 5 Yukon Driver's License and Abstract
- Flexibility to work extra hours to meet demands of the capital and infrastructure programs