



## **Capital Asset Manager**

This manager position encompasses Capital Assets/ Housing is responsible for the management, maintenance, and control of community's assets.

### Job description:

### **Objectives of this Role**

Reporting to the Operations Manager, the Capital Asset Manager, is responsible for managing the day-to-day operations of the department, building maintenance and major renewal projects. The position contributes to the development and implementation of a property management plan for each housing project that incorporates the facility condition index, characteristics of the tenant population and required/available community support services.

The Manager is also responsible for preventative maintenance and renewal programs are identified, planned and managed appropriately. Additional responsibilities include strategic and financial planning. human resource management. policy and process development and implementation.

The incumbent liaises with multiple government and community stakeholders in resolving property management and infrastructure needs.

### **Daily and Monthly Responsibilities**

- The manager is responsible for committed opportunities that best protect the interest of Ulkatcho First Nation to ensure that all work pertaining to plumbing heating & gas, electrical and structural framing should be completed by qualified trades. No exceptions and no equivalencies in the areas of electrical and plumbing, heating and gas fitting.
- Manager shall ensure that trades such as plumbing, heating, gas fitter and electrical contractors shall be ticketed to bid on Ulkatcho First Nation projects.
- Requires frequent tactful, diplomatic and sensitive interaction with the public and Chief & council
- Requires the ability to deal with frequent interruptions and stressful situations.
- Requires attendances at out of town meeting and working unscheduled hours when required.

- Works with operations manager receiving directions, guidance and encouragement, and discussing plans and priorities.
- Works with Housing committee providing and maintaining awareness of program activities, developing and recommending new initiatives, programs and policies development and revisions for feedback and approval. Seek and obtaining direction on planning for future housing development.
- Works with housing staff providing guidance, supervision and encouragement while seeking input, opinions and teamwork from co-workers to improves services, address concerns and provide assistance and direction.
- Maintains awareness of legislative policies and program changes and seeks to develop professional working relationships.
- Be aware and remove(s) and prevent(s) opportunities of all liability act(s) against the Ulkatcho First Nation.
- The ability to seek alternative opportunities and avenues to implement new housing concepts that protect existing stock and improve home related costs with new building technology, building science and building innovation suited also to meet the Nations Cultural needs
- Development of contractual document for various contractor's in forms of standing offers to CCDC 2 contracts. Understand the concepts of bidding, tendering and acceptance of in various aspects of bonding, surety etc.
- The manager must have the ability to design, implementation, track and report of in-house contracts for Nation. Formulate and standardized construction projects to minimize cost(s) and track cost more efficiently.
- Provide quarter annual and monthly project report(s) and support documents to Chief & council. The reports shall have individual costs materials and labour clearly defining the status quo for each. These reports shall be reviewed by council and then made transparent to public.
- Prepares proposals for carrying out new or revised programs and policies and present's to Housing committee and Chief & council for approval.
- Ensures that all programs, projects and decisions of the housing authority or committee are carried out efficiently and effectively.
- Ensures that all activity and operations are carried out according to the procedures set up.
- Assists in preparing a yearly budget, monitors finances and approve accounts for payments.
- Incorporates coding system for each individual projects and monitors cost per project, provide up-dated reports to operations manager. If requested Chief & council.

- Reviews and evaluates programs for effectiveness and recommends changes if programs do not meet objectives.
- Ensure the co-ordination of CMHC'S Section 95 housing allocation by the financial and property managers.

## **Skills and Qualifications**

- Must possess a degree or diploma from a recognized community college or university in a business or technical discipline (i.e. Building Environmental Systems, Building/Facilities Maintenance, Civil Engineering, building technology) or an equivalent combination of education and experience;
- 3 – 5 years' experience working with facility redevelopment, aging infrastructure, and long-range infrastructure planning
- Knowledge of building structures and systems and an ability to recognize deficiencies and prepare summaries of work required
- Excellent negotiation, mediation and conflict resolution skills and ability to negotiate contracts, mediate disputes and resolve conflict situations
- Proven ability to conceptualize, research and develop programs and policies or improve them.
- Good organizational and analytical skills.
- Knowledgeable around OH&S Legislation, and other Regulatory Policies
- Ability to supervise and direct staff efficiently and effectively.
- Knowledge of First nations housing programs.
- Must maintain confidentiality and look at best interest of The Nation and Chief & council.
- Good written and verbal communication skills.
- Proficiency with Microsoft office programs

## **Preferred Qualifications**

- Certified Engineering Technologist or Journeyman Carpenter (red seal certification) or other trade.
- Certified Project Management Professional (PMP).
- Working knowledge of Mortgages, loans and interests.
- Additional courses in negotiation, mediation, accounting, human resources management or conflict resolution preferred.



## Requirements:

- Satisfactory Criminal Record Check
- Occasional use of a vehicle with valid BC class 5 driver's license.
- Must be bondable.

This is a management position based on a 37.5 hour, Monday to Friday work week.

Qualified applicants are invited to submit a cover letter, resume and three (3) references indicating the position applied for, in confidence, no later than **4:30 p.m. Monday, June 6, 2020.**

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