



Employment Opportunity

Capital Planning Asset Director

Summary:

The Capital Planning Asset Director, under the direction of the Operations Manager is primarily responsible for managing the physical assets of the organization, specifically the facilities, fleet services, purchasing, and other asset functions. The Capital Planning Asset Director is also responsible for financial management, planning and strategy, proposal writing, budget development, Comprehensive Community Plan and 5 – 10 Capital Works plan.

Reporting to the Operations Manager, the Capital Planning Asset Director is responsible for overseeing and managing the day-to-day operations of the department, building maintenance and major renewal projects, department policies, process development and implementation. Also, the Capital Planning Asset Director is responsible for liaising with multiple government and community stakeholders in resolving property management and infrastructure needs.

Responsibilities (not covered in above summary)

- Reallocate resources across departments where necessary and identify and resolve any resource allocation discrepancies.
- Authorize expenditures on new assets.
- Inventory existing assets, ensuring that assets and materials needed are acquired and within budget.
- Keep detailed and accurate reports.
- Maintain a working knowledge of changes in technology and operation techniques.
- Work in collaboration with other departments
- Provide planning and forecasting to allow for the adequate approvals for the departments under the Capital Planning Asset Director's control.
- The Capital Planning Asset Director 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.
- 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 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.
- 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 contractors 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.
- Provide regular reports and updates to Chief and Council and the Public.
- Prepares proposals for carrying out new or revised programs and policies and present's to Housing committee and Chief & council for approval.
- Incorporates coding system for each individual projects and monitors cost per project, provide up-dated reports to operations manager. If requested Chief & council.
- Ensure the co-ordination of CMHC'S Section 95 housing allocation by the financial and property managers.
- Perform other duties as assigned.

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 after the 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.

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

Application Deadline: Open until filled.

Posted: February 22, 2023 (Internally posted for one week)

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Capital Planning Assets Director**” in the subject line. Or drop off at the reception counter at the band office.