



# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

## JOB POSTING

### Capital, Housing & Infrastructure Administrator

(Full-Time, Permanent)

#### JOB OVERVIEW

Reporting to the Chief Operations Officer (COO), the Capital, Housing, and Infrastructure (CHI) Administrator is a senior position with responsibility for the planning, organization, direction, and integration of the community's capital projects, public works and housing programs and services that are aligned with the Snuneymuxw First Nation. The CHI Administrator supervises and leads the Housing and Infrastructure teams. Furthermore, the CHI Administrator is responsible for the management of multiple projects. The range of services provided spans the total project life cycle from initiation phase (including concept development, needs analysis, justification reports) through the planning phase (including design, project plan development and contract award) to the implementation phase (construction, commissioning, occupancy, and warranties) consistent with SFN's mandate.

The CHI Administrator has a strong understanding of project management theories, and practices along with the ability to communicate and negotiate with a diverse group of people to promote the community to expand economic development prospects.

#### Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

<b>Achievement</b>	Deliver what matters; ensure clarity of direction and unity of purpose; inspire excellence and strive for outstanding results
<b>Collaboration</b>	Work together to build successful teams and partnerships; be open, inclusive and share knowledge; seek, provide, and act on feedback
<b>Community Commitment</b>	Know our community and put them first; listen to and understand community needs; be responsive, close the loop and deliver on promises
<b>Integrity</b>	Own your actions, successes, and mistakes; act with transparency, honesty, and respect; do what you say you will do
<b>Innovation</b>	Look for ways to improve and create positive change; think broadly and take a wider viewpoint; be responsive to new ideas and opportunities

#### JOB RESPONSIBILITIES

##### Infrastructure / Capital / Housing Coordination:

1. Assist in developing a property maintenance plan to ensure all SFN physical facilities, grounds and infrastructures are developed, planned and maintained in accordance with recognized standards,



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regulations, policies and procedures, establishing safe and clean environment for all community members.

2. Collaborates with engineers, consultants and other professional service contractors and stakeholders.
3. Assists professional engineers / consultants in preparing capital funding submissions, assist in preparing RFP's, bid documents and assessment criteria for major projects including construction management as required.
4. Coordinates with other Snuneymuxw departments in a collaborative fashion to provide the most integrated, accurate information for funding submissions.
5. Participates on a variety of committees and / or boards to progress Snuneymuxw in all aspects of business; provide liaison with various agencies, contractors, and consultants.
6. Supports policy and bylaw development and implementation and policy compliance.
7. Provides technical assistance, research and prepares technical and administrative reports and studies.
8. Assists in effective planning of the housing program, public works, and capital projects.
9. Supports the development and implementation of long-term plan for housing strategy, asset management and infrastructure.
10. Provides community reports as required at general meetings and/or audit presentations.
11. Assists in supervising the health and safety of employees and adheres to workplace health and safety policies, safe work practices, and procedures.

## Project Management:

1. Monitors programs to ensure that outcomes meet defined objectives; ensures full compliance with funding program report requirements and applicable legislation.
2. Engages with contractors and consultants ensuring project outcomes meet expected results.
3. Ensures professional and effective services and programs are provided through the SFN housing program.
4. Confirms repairs and maintenance on SFN housing stock is kept current and meets any and all applicable CMHC / DISC guidelines.
5. Lead the development of strategic priorities and plans for housing, ensuring excellent customer service, achievement of plans and targets, delivering comprehensive and expanding range of services to meet identified needs and aspiration.

## Planning and Organizing:

1. Assists with the planning and implementation of programs.
2. Works with stakeholders to define measurable program outcomes.
3. Ensures all available resources are effectively organized to meet operational needs.

## Financial & Asset Management:

1. Seeks out funding opportunities to meet community needs.
2. Ensures that department expenditures are made according to applicable policies.
3. Ensures accurate and complete financial reporting for all areas of responsibility.



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## Human Resources:

1. Maximizes SFN employment opportunities within all capital and other major projects.
2. Works in collaboration with the COO and the CPO to develop strategic education and training plans that will enhance and promote SFN member employment opportunities.
3. Supervises, mentors, and trains the Housing and Infrastructure team members.

Other duties as may be required by direct manager.

## **JOB REQUIREMENTS**

- Minimum a bachelor's degree from an accredited college or university with major coursework in architecture, engineering, construction, planning, applied sciences or a related field or an equivalent combination of education and experience is required.
- A minimum of 7 years of related experience in project planning, facility/construction management, commercial property management, budgeting, and reports.
- A minimum of 5 years in supervision/management of staff is required.
- Experience working in a municipal setting, or a First Nation community is preferable.
- Prior experience working with Indigenous Services Canada (ISC) in infrastructure or capital planning preferred.
- Experience with First Nations Land Management/Land Code is an asset.
- Knowledge of the following is considered an asset: First Risk Management Procedures, Environmental Hazard Awareness, Accreditation, Building and Construction Industry Standards, Public Safety and Security.

## **Knowledge, Skills, and Abilities:**

- Knowledge of provincial and federal regulations and standards for construction and on-going maintenance of commercial facilities.
- Familiarity of financial management, preparation of budgets; financial planning for multi-year activities, processes for purchasing and the maintenance of records and administration.
- Means to analyze and assess complex programs, policies, and operational needs and make appropriate adjustments to ensure effective delivery of services and / or programs.
- Capability to identify and respond to sensitive community and organizational issues, concerns, and needs in a professional manner.
- Comprehension of financial management systems at a working level, principles and practices of budget preparation, ongoing financial planning for multi-year activities, processes for purchasing and the maintenance of records and administration.
- Ability to assist in providing effective leadership through management, supervision, and direction to facilitate a comprehensive community infrastructure maintenance and operation program.
- Know-how to analyze and assess complex programs, policies and operational needs and make appropriate adjustments to ensure effective service delivery.
- Talent to identify and respond to sensitive community and organizational issues, concerns, and needs.



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- Ability to deal with individuals in different situations including complex social issues, high pressure difficult decisions, or emergencies.
- interacts with others in a tactful, compassionate, and sensitive manner.
- Adeptness to deal with highly complex political situations where at times, no policy or bylaw or process is in place.
- Ability to lead and supervise reporting staff.
- High level of competency in computer software including MS Outlook, Word, and Excel.
- Effective verbal, written and presentation communication skills.
- Ability to work independently and self-manage.
- A commitment to ongoing professional development and continuous learning.

## **SPECIAL REQUIREMENTS**

1. Must be able to obtain and maintain a Criminal Records Check
2. Provide proof of valid Covid-19 Vaccine Pass
3. Must possess and maintain a BC Class 5 driver's license and with a reliable vehicle and appropriate insurance for work.
4. Must be able to maintain strict confidentiality in performing duties and demonstrates personal attributes of integrity, respect, trust, honesty, compassion, and accountability.
5. Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
6. Must demonstrate strong morals and ethics.
7. May be required to work additional hours to meet operational needs when necessary.
8. Must conduct themselves in a friendly, courteous, and professional manner.
9. Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.

Please submit your current resume and cover letter to:

Snuneymuxw First Nation  
Attention: HR  
668 Centre Street, Nanaimo, BC, V9R 4Z4  
or email: [HR@snuneymuxw.ca](mailto:HR@snuneymuxw.ca)

**Deadline Date: Sunday, March 5, 2023 @ 4PM**

*Only those applicants who are short-listed will be contacted. Thank you.*