



NAK'AZDLI WHUT'EN

P.O. Box 1329, Fort St. James, B.C. V0J 1P0

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JOB POSTING

Capital, Housing & Public Works Manager

Nak'azdli Whut'en is seeking to fill a position for Capital, Housing and Public Works Manager. The individual will be responsible for the planning, organization, direction and integration of the community's capital projects, public works, and housing programs and services.

Duties & Responsibilities:

- Plans, prioritizes, coordinates, directs and evaluates public works, housing and capital projects.
- Working with consultants, engineers and other professional services.
- Recruits, trains, coaches, supervise and evaluate work performance of department staff.
- Policy development and implementation and policy compliance.
- Provides technical assistance, research, and prepare technical and administrative reports and studies.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with major coursework in construction management, engineering, or a related field or an equivalent combination of education and experience or
- 10+ years of increasingly responsible project management experience in public sector construction management, public works maintenance management, or related activity including three years of management and administrative responsibility in a municipal setting or a First Nations community.
- 5 years' experience with First Nation/ INAC programs, funding models.
- Ability to develop work plans and experience with managing capital projects.
- 2-3 years' experience working in a similar trade with management/supervisory capacity.
- Proficient in Microsoft Office (*Word, Excel, Publisher, PowerPoint, Outlook*)
- Valid class 5 driver's license and access to a reliable vehicle.

Closing Date: OPEN UNTIL FILLED

Interested applicants may send their cover letter and resume to the above address or email Rolene Sam executiveassistant@nakazdli.ca

NOTE: Only those who meet the minimum requirements will be contacted for an interview.

NO PHONE CALLS PLEASE