



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 Management Trainee

Nak'azdli Whut'en is seeking to fill a position for Capital, Housing and Public Works Management Trainee. We want to hire and train an individual who will work closely with our interim Capital, Housing & Public Works Manager to eventually take over responsibility for the planning, organizing, directing and integrating the community's capital projects, public works, and housing programs and services.

Duties & Responsibilities (after training):

- Plans, prioritizes, coordinates, directs and evaluates public works, housing and capital projects.
- Recruits, trains, coaches, supervise and evaluates work performance of department staff.
- Policy development and implementation and policy compliance.
- Provides technical assistance, research, and prepare technical and administrative reports and studies.
- Works to advance capital and infrastructure initiatives in the community via funding from ISC or other funding agencies.
- Working with consultants, engineers and other professionals.

Minimum Qualifications:

- Excellent communication and writing skills.
- High school graduation with preference given to a candidate with some post secondary experience.
- Able to work independently and direct others in their work as required.
- Organised and good record keeper.
- Experience in construction, public works or related activities an asset.
- Ability to work with our primary consultant to obtain training/orientation on capital and infrastructure initiatives for the community.
- 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