



Posted: May 12th, 2023
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** (39.5 hours/week) position.

DIRECTOR OF CAPITAL DEVELOPMENT Public Works

The purpose of this position is:

- To oversee and supervise all activities associated with First Nation housing, capital assets, Infrastructure, Water Operations, and Public Works, including providing direction and leadership to relevant staff.
- To coordinate and manage capital needs of the community including construction management and project coordination of new buildings.

DUTIES:

The duties and responsibilities of this position are categorized into the following main functions:

Capital

- Coordinating the capital planning, construction and project management of capital projects and development of projects
- Ensuring the First Nation Infrastructure Investment Plan is maintained and current.
- Implementing Capital projects as approved on the Capital plan and ensuring funding is identified and secured.
- Assisting departments with capital needs; including needs assessments through to project completion.
- Project Management for the development and construction of Capital Projects.
- Ensuring the required reporting is completed for Council and Funding Agencies.

Asset Management

- Overall management of capital assets, infrastructure and community buildings owned by the First Nation including related projects that may arise from time to time.
- Prepare budgets including forecasting and monitoring and preparing reports when necessary.
- Coordinate the acquisition of goods and services for capital projects.
- Ensure construction compliance on building and other developments including arranging for inspections as necessary.
- Engage in tendering for larger property development, as deemed necessary.
- Develop, coordinate other duties as relating to the position, and work with third party contractors or other suppliers to facilitate specific activities requiring their expertise i.e.: engineers, architects, building inspectors, trades, building material suppliers
- Assisting in the development of 3rd party contracts;
- Ensuring contractors have pertinent licenses or other such credentials i.e.) WSIB Clearance Certificates, Insurance Coverage, PPE, etc.;



Tangible Capital Asset Management

- Investigate more efficient mechanisms for automated accounting of all First Nation assets ie) Asset Management.
- To ensure efficient and effective use of assets.
- To maintain appropriate accountability for CLFN's tangible capital assets.
- To ensure financial consistency, accountability and transparency.
- To measure and report the full cost of capital operations.
- Work closely with the finance department to ensure quarterly and year-end reporting is prepared with accuracy.

Public Works

- Provide guidance, direction and leadership to staff.
- Requires hands-on activities and working in conjunction with departmental staff where it is needed including giving instruction to ensure work is carried out effectively and safely.
- Take direction and be accountable for activities, including submitting activity reports, when requested.
- Provide leadership in the development and monitoring of workplans and budgets.

Housing

- Contact management and ensure compliance with procurement policy.
- Review yearly report of Housing activities for Council/community.
- Ensure all Housing reports are submitted to funders as required.
- Carry out resolutions or directives of Committee/Council.
- Coordinate planning for residential development.
- Enforcement of policy and procedures relating to Housing.
- Develop and maintain the yearly Housing budget including any planned projects or activities.
- Provide leadership in the development and monitoring of workplans and budgets.

Program Management

- Review and evaluate programs and policies for effectiveness.
- Revise and recommend program or policy changes to Committee.
- Negotiate with representatives of outside agencies i.e. government, financial institutions, for funding or program delivery changes.
- Monitor operational/program financial status to ensure planned objectives are met.
- Utilize constructive feedback from clients, project funders and COO to assess the quality of services and their delivery.
- Ensure initiatives and services are consistent with approved plans and budgets.
- Provide planning priorities for COO consideration in future service roll-out and fiscal deliberations.
- Take a leadership role in the development/updating of emergency planning and annual emergency exercises.
- Other duties relating to the position, as assigned.

QUALIFICATIONS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)



EDUCATION:

- The incumbent to this position will meet the minimum requirements that include:
- Degree in Construction Management, Project Management or equivalent;
- Minimum of five years of management or supervisory experience preferably in a First Nations setting

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Prior experience within a First Nation or Aboriginal organization is preferred;
- Working knowledge of Capital projects and Infrastructure projects/services;
- Knowledge of government tendering processes for acquiring contractors;
- Experience in budget development, forecasting, monitoring and preparation of financial statements;
- Extensive knowledge of computer programs and software including Microsoft Word, Microsoft Excel, Access; Outlook, email, internet browsers, etc;
- Ability to conceptualize, develop and implement work plans;
- Excellent working knowledge of Project Management;
- Knowledge of cost-accounting, purchase order management;
- Ability to multi-task and work under pressure to meet tight deadlines ie) reporting (internal and government), proposals, etc.;
- Maintain a high respect for confidentiality;
- Maintain a high level of tact, diplomacy and discretion when dealing with sensitive issues;
- Excellent communication skills, both written and oral;
- Superior leadership, team building and negotiation skills;
- Knowledge of various funding agencies and funding criteria;
- Excellent problem solving and judgment capabilities;
- Concern for order and quality;
- Social awareness on issues including impact and influence;
- Ability to listen, understand and respond.

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position beginning immediately. Annual salary range for this position is **\$76,819 to \$85,354**.

APPLICATION:

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Assistant
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday, May 26th 2023 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.