



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Full-time Position: Director of Infrastructure & Capital Projects

Location: Anacla Government Office

Salary: Varies based on experience

Authority Relationship: Executive Director

Application Requirements: Cover letter & Resume

Function and Job Summary: The Director of Infrastructure & Capital Projects is responsible for performing the managerial and supervisory duties related to the planning, designing, and implementing related projects for Huu ay aht First Nations.

Key Accountabilities:

- All assigned duties and responsibilities related to infrastructure and capital projects department
- Design, implement, and sustain management systems in support of government internal operations including infrastructure and permitting
- Track and manage departmental performance on budget, scope, and scheduling activities in relation to the HFN strategic plan
- Promote and develop capital projects, planning, managing infrastructure, and community assets
- Manage the work unit and budget in accordance with company standards and performance expectations
- Recruit, coach, and support assigned staff
- Advise on new programs an initiative as appropriate in the strategic plan
- Promote of performance focused environment in alignment with HFN's values, culture, and business goals
- Implement and abide by all Huu-ay-aht laws, acts, regulations, and policy (particular attention to infrastructure and land use)

Job Duties:

Strategic & Operational Management

- Implement, administer, and ensure compliance with Maa-nulth Treaty, special projects, and agreements (LNG, WFP, etc.) in respect to capital development and infrastructure management
- To ensure the rights and interests of Huu ay aht First Nations are protected and preserved
- Oversee the development and management of the Infrastructure & Capital Projects department in accordance with HFN legislation, and land use planning
- Oversee the development, management, and administration of community infrastructure in accordance with Huu ay aht legislation

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Plan and coordinate development and maintenance of community infrastructure and assets including housing, roads, utilities (septic/sewer, solid waste, water), energy systems, information technology, community facilities and vehicles
- Plan and ensure emergency services (related to infrastructure) run effectively
- Oversees crisis events and response
- Participate as a member of the senior management team by attending meetings, developing organizational strategic plans and goals, and assisting other senior management members with various projects
- Ensures that the strategic goals, plans, policies and procedures, and community bylaws are developed, implemented, and evaluated
- Communicate with community members, various agencies, and partners by participating in various meetings, chairing committees, and giving presentations
- Write proposals for infrastructure in capital projects funding
- Secure funding and contribution agreements from private, federal, and provincial partners
- Discuss community needs with other government departments to problem solve or fill gaps in services
- Be on site for capital an infrastructure projects required
- Manage contractors and consultants in accordance with the organizational values, established timelines, and budget

Department Oversight

- Direct the finances within the Infrastructure & Capital Projects department (budgets, reporting, approving departmentally purchases, and expenditures)
- Develop and manage budgets for programs and services
- Suggest an implement improvement to programs and services
- Ensure that HFN assets are recorded and managed for the lifecycle
- Analyze data to determine the effectiveness of programs
- Lead and direct staff, including indirect reports and assign staff, in accordance with Huu ay aht vision, mission, and values
- Work with external governments and organizations to ensure the rights and interests of Huu ay aht are protected and preserved

Operational Requirements

- Valid Class 5 Driver's License
- Some travel, including overnight and or weekends. Possible US domestic travel
- Willingness and ability to work overtime, including evenings and weekends
- Ability to work outdoors and inclement weather
- Ability to work at both HFN Government Buildings (AGO & PAGO). Makes effort to be in Anacla office at least 2-3 days per week as required

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- Successful background checks, employment verification, criminal records checks, reference checks, and education/credential verification

Education and Experience Requirements

- Ability to use Microsoft programs such as outlook, word, excel, teams (or zoom) and power point.
- Excellent oral and written communication skills
- Demonstrated ability to work independently and as part of a team
- Ability to work in a performance-focused, fast-paced environment in alignment with the HFN's values, culture, and business goals
- Demonstrates ability and experience in upholding the HFN Organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support*
- Completion of University in related field (public administration, civil engineering, asset management) master's degree or post-graduate diploma highly desired
- 5 – 7 years of progressive experience in government or business administration related to financial controls, capital and infrastructure development, operations, and asset management
- Previous experience working in a First Nations community and/or organization preferred
- An understanding of relevant federal, provincial, and local legislation, policies, and procedures
- Demonstrated successful experience planning, organizing, managing, and communicating activities
- Excellent oral and written communication presentation skills
- Demonstrated ability to secure funding and strategic partnerships in support of program objectives
- Maintaining confidentiality and neutrality at all times

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote Director of Infrastructure & Capital Projects. Closing date for this position is **February 8, 2022** at 4:00 pm.

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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

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