



# huu ay aht

ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Position:** Director of Infrastructure & Capital Projects

**Position Classification:** Full-time Permanent

**Location:** Anacla Government Office (Bamfield, BC) & Port Alberni Office (Port Alberni, BC)

**Authority Relationship:** Reports to the Executive Director

**Salary Range:** \$95,000 to \$108,000

### POSITION SUMMARY:

Reporting to the Executive Director, the Director of Infrastructure & Capital Projects will be responsible for designing and implementing management systems, tracking performance, and managing budgets aligned with Huu ay aht First Nations (HFN) strategic plan. You'll oversee the development and maintenance of community infrastructure, manage crisis events, secure funding, and direct departmental finances. We are looking for an effective leader who exercises sound judgment (Uu-athluk -Sp.), demonstrates integrity and takes responsibility (Respect), and personally connects with people (hish ukmaswak sp).

### 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 and 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 and ensure compliance with the Maa-nulth Treaty, special projects, and agreements pertaining to capital development and infrastructure management.
- Ensure the protection and preservation of the rights and interests of the HFN.
- Oversee the development and management of the Infrastructure & Capital Projects department in accordance with HFN legislation and land use planning.
- Plan, coordinate, and maintain community infrastructure and assets, including housing, roads, utilities, energy systems, IT, and vehicles.
- Ensure effective emergency services related to infrastructure.
- Oversee crisis events and response.

- Participate in the senior management team, contributing to strategic planning and assisting with various projects.
- Develop, implement, and evaluate strategic goals, plans, policies, procedures, and community bylaws.
- Communicate with community members, agencies, and partners through meetings, committees, and presentations.
- Write proposals for infrastructure and capital projects funding.
- Secure funding and contribution agreements from private, federal, and provincial partners.
- Collaborate with other government departments to address community needs and service gaps.
- Provide on-site supervision for capital and infrastructure projects as required.
- Manage contractors and consultants while adhering to organizational values, timelines, and budget constraints.

### **Department Oversight**

- Direct the finances within the Infrastructure & Capital Projects department, including managing budgets, reporting, and approving departmental purchases and expenditures.
- Develop and manage budgets for programs and services.
- Suggest and implement improvements to programs and services.
- Ensure that HFN assets are recorded and managed throughout their lifecycle.
- Analyze data to determine the effectiveness of programs.
- Lead and direct staff, including indirect reports, in alignment with HFN vision, mission, and values.
- Collaborate with external governments and organizations to safeguard the rights and interests of HFN.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- 5 – 7 years of progressive experience in government or business administration related to financial controls, capital and infrastructure development, operations, and asset management.
- Completion of a university degree from a recognized university with specialization in engineering, project management, building trades OR an acceptable combination of education, training, and \*significant experience (three or more years is classified as significant experience).
- Previous experience working in a First Nations Government and cross-cultural environment.
- Experience in negotiating and implementing collaborative arrangements, contracts, etc. with various parties, Federal, Provincial, and Municipal Governments, First Nations, and private sectors.
- Proven leadership experience with the ability to manage different teams with a focus on mentorship, coaching, and training.
- An understanding of relevant federal, provincial, and local legislation, policies, and procedures.
- Experience in project management with an emphasis on building and/or construction projects.
  - Experience in maintaining, operating, and recapitalizing contemporary assets including buildings, roads, trails, and municipal infrastructure including water and sewage treatment facilities ranging from simple to complex.
- Demonstrated successful experience planning, organizing, managing, and communicating activities.
- Experience in the management of financial resources, including multiple construction & utility contracts.
  - Ability to secure funding and strategic partnerships in support of program objectives.
- Ability to work in a performance-focused, fast-paced environment aligned with HFN's values, culture, and business goals.
- Demonstrated ability and experience in upholding the HFN Organizational Values: Professionalism, Respect, Health, Effective Communication, Trust, Support.

- Proficiency in Microsoft programs such as Outlook, Word, Excel, Teams (or Zoom), and PowerPoint.
- Excellent oral and written communication skills, including presentation skills.
- Demonstrated ability to work independently and as part of a team.

#### KNOWLEDGE AND ABILITIES:

- Knowledge of building and site inspections as per current National Building and Fire codes for development and construction areas.
- Knowledge of Aboriginal land claims and current and emerging trends in working in a First Nations Government.
- Knowledge of HFN, its vision, government orientation, objectives, programs, and values.
- Knowledge of principles and theories associated with asset management and maintenance procedures, including life cycle management, and data management systems.
- Knowledge of project management theory and practices, including risk assessment, and operational and business planning.
- Knowledge of workplace health and safety.
- Ability to manage human and financial resources.
- Ability to resolve disputes between parties.
- Ability to analyze, evaluate and synthesize complex information.

#### OPERATIONAL REQUIREMENTS:

- Valid Class 5 Driver's License.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Ability to work outdoors and inclement weather as required.
- Works out of the Anacra Government Office, but will work at the Port Alberni Offices 1 – 2 days per week.
- Successful background checks, employment verification, criminal records checks, work reference checks, and education/credential verification

#### PERSONAL ATTRIBUTES:

- **?iisaak / Greater Respect.** Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world and other peoples and communities. Working in a manner that reflects a commitment to client service excellence and actively contributing to workplace well-being and a safe, healthy, and respectful workplace.
- **?uu?aluk / Taking Care Of.** This is about caring for present and future generations and the resources the land, water, and the natural world provides. Working on pursuing organizational efficiencies, demonstrating an appreciation of the importance of resources, including the willingness to adopt new and more efficient working methods.
- **Hišuk ma c'awak / Everything is One.** A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land, and the wider world(s) in a physical, spiritual and social sense. Listening actively to the views of others, respecting, considering, and incorporating them. Working collaboratively and relating effectively to others and embracing and valuing diversity.

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](mailto:HR@huuayaht.org) by fax 250-728-1222. Please quote Director, Infrastructure & Capital Projects Job Posting. Closing date for this position is April 19<sup>th</sup>, 2024, at 4:00 p.m.

**Vision** - *Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. ?lisaak, hišuk ma cawak and ?uu?aluk guide us as we work together to foster a safe, healthy and sustainable Nation; where our culture, language, spirituality and economy flourish.*

**Mission** - *Pursuing self-reliance through economic opportunities, empowering and supporting citizens, stewardship of Hahuuli, and revitalizing language and culture 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 don't 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

### Support

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

### Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't 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 aren't doing
- Be happy and enjoy your work life