

## Vuntut Gwitchin Government

A.	<u>Identification:</u>	Construction Project Manager
	<u>Department:</u>	Government Services
	<u>Date:</u>	August 2010
	<u>Supervisor:</u>	Government Services Director
	<u>Status:</u>	Full-Time
	<u>Level:</u>	7

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B. Job Summary:

Reporting to the Director of Government Services this position oversees the construction, renovation and repairing of houses and other buildings owned by Vuntut Gwitchin Government in the community of Old Crow.

C. Main Duties:

Oversees the construction and renovation of houses and other buildings owned by Vuntut Gwitchin Government in the community of Old Crow by:

- Assessing buildings to determine repair needs
- Monitoring work conducted by carpenters, plumbers and electricians
- Consulting with supervisor to plan renovation and new building projects
- Planning construction schedules and assigning construction crews
- Supervising construction foremen and monitoring quality of work done by construction crews
- Ensuring blueprints are followed, or advising supervisor if changes are needed in blueprints
- Overseeing delivery of materials to building sites and storage building
- Overseeing cleanup of work sites
- Overseeing compliance with WCB regulations
- Ensuring photos are sent to building inspector as required

Ensures building resources are available by:

- Monitoring supply and condition of equipment and tools
- Distributing equipment, tools and building materials to job sites
- Advising supervisor when delivered equipment, tools and building materials were not what was ordered, or of wrong quality, or were damaged during shipping and delivery
- Advising supervisor when more or new equipment, tools and building materials need to be ordered
- Ensuring that equipment, tools and building materials are stored safely and in an organized manner easy to locate

Hires and Supervises staff by:

- Evaluating staffing needs and determining qualifications needed
- Assisting with hiring of new employees, or deciding which workers to recall
- Assigning workers to tasks/crews
- Establishing work priorities
- Evaluating performance

- Ensuring staff is adequately trained.
- Assisting with problem solving and personnel issues.
- Approving timesheets and leave as needed
- Informing staff of Occupational Health and Safety regulations and ensuring regulations are followed
- Ensuring compliance with WCB regulations and reporting job injuries to VGG Human Resources.
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D. Job Knowledge & Skills Required:

Education:

- Minimum Diploma or Certificate in a construction trade, and significant work experience in trades.
- Knowledge of house construction and renovation methods from ground preparation to finishing
- Knowledge of construction materials, equipment and tools
- Knowledge of home finishing products and features
- Knowledge of green housing methods
- Knowledge of building on permafrost
- Knowledge of basic plumbing and electrical
- Knowledge of Occupational Health and Safety regulations applicable to construction sites
- Knowledge of building codes
- Knowledge of materials or inventory management

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to multi-task
- Ability to resolve conflicts and to problem solve
- Ability to prioritize and rank tasks in relation to construction
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to supervise

Specific Skills:

- Ability to read and understand building blueprints
- Ability to recognize correct construction methods
- Ability to recognize correct quality of materials, equipment and tools
- Ability to advise home owner of pro's and con's of finishing products
- Ability to use computers for material requisitions and reports and timesheets

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme cold temperatures and darkness, and extreme warmth and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with clients, co-workers, community members, and with outside agencies, partners and business associates.

E. Decision Making:

This position is responsible to the Director, Government Services. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. The incumbent makes decisions regarding the assignment of work for construction foremen and crews, which workers to recall, and best use of materials and building methods ensuring fiscal responsibility and quality of construction.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, and for the construction quality of the buildings. The quality and finishing touches of Vuntut Gwitchin Government owned buildings, including houses, have a high impact on the health and well being of Vuntut Gwitchin citizens and community members.

G. Key Personal Contacts and Nature of Contacts:

WHO	Purpose	Frequency
Supervisor	Information exchange, planning, direction	Daily
Construction foremen	Supervision, information exchange, planning, direction	Daily
Construction crews	Inspections, instructions	Daily
Contractors	Information, monitoring	As needed
Supervisor, purchasing & warehousing and property manager	Information exchange	Regularly
Delivery driver	Supervision	Daily

H. Positions Supervised:

Number of positions supervised directly: 2 - 3	Construction Foremen (varies), GS Delivery driver
Number of positions supervised indirectly through coaching, inspecting work: 5 to 20 depending on projects	Construction laborers, carpenters, plumbers

I. Working Conditions:

The majority of work takes place at construction sites.  
 Approximately 25% of the time using the computer  
 Travel approx. 3 trips per year

Spiritual:

- Being sensitive to and respectful of the spiritual beliefs of workers and home residents.

Physical:

- Isolated living and working conditions in extreme temperatures and light conditions
- Crawling into small spaces such as attics or crawl spaces
- Constant travelling from one building site to another within the community

Mental:

- Regular need to work toward deadlines
- Managing and rotating workers' schedules

Emotional:

- Dealing regularly with workers and home residents who are under personal stress, or have varying social values
- Living in an isolated community with no road access, and limited health services.

J: Conditions of Employment

- Willingness to work outdoors in varying weather conditions
- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- First Aid/CPR certificates, or willingness to obtain
- Class 5 driver's license or Old Crow snowmobile/ATV driver's license

*SIGNATURES:*

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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