

Vuntut Gwitchin Government

A.	<u>Identification:</u>	Capital Projects Manager
	<u>Department:</u>	Government Services
	<u>Supervisor:</u>	Government Services Director
	<u>Date:</u>	July 20, 2011
	<u>Status:</u>	Full Time- Term
	<u>Level:</u>	7

B. Job summary:

Reporting to the Government Services Director, this position is responsible for planning and management of capital projects in housing, government buildings and property and municipal infrastructure.

C. Main Duties:

Provide general technical and capital project management support, including program and financial analysis to Vuntut Gwitchin First Nation capital infrastructure Technical Working Group, and Director of Government Services by:

- Participating in the review and implementation of the 10 year capital plan.
- Oversee cultural integrity and community input on capital projects, hosting and updating community meetings, GA's and other meetings as necessary.
- Provide direct link and negotiate with the Government of Yukon and contractors on the following projects:
 - Municipal Waste Management Project – VGG/YTG/Canada
 - Roads and Drainage Improvement Project – YTG/VGG/Porcupine/Canada
 - Subdivision Design/build/consultation - VGG
 - Winter road January 2012 – YTG/VGG/Yukon Energy/Canada/RCMP
 - North Bypass Road Development – VGG/EBA/Airports branch/Porcupine
 - Community Hall Upgrade – VGG
 - Fuel Tank Relocation – Yukon Energy/VGG
 - Church building – VGG/Heritage Canada/Yukon Housing
 - Cemetery upgrade – Porcupine Enterprises/VGG
 - Gas Tax Fund projects – VGG/YTG
- Provide technical support and advise for initiatives in housing including Home Owner/Sweat Equity programs, Minimum Housing Standards, green/energy saving practices, trades training and Occupational Health and Safety regulations.
- Liaising with stake holders, agencies, community members, suppliers and transporters to optimize utilization of the Winter Road and air cargo hauls.
- Participate in planning and monitoring the construction of a new residential subdivision including necessary need based analysis, permitting, designs, tendering, partnerships, contracting and supervision of progress.
- Liaise with contractors, government agencies and VGFN departments in managing industrial sites and locations of equipment and vehicles.

Communicates with community members, various agencies and partners by:

- Participating in committees, meetings and working groups on the national, territorial and community levels as well as with other First Nations in developing goals, plans, policies and procedures, and dealing with citizens' and clients' concerns
- Preparing presentations, hosting community meetings, attending workshops, symposiums and meetings.
- Ensuring compliance with WCB and reporting job injuries to Human Resources.

Participates as a member of the Capital Infrastructure Working Group by:

- Arranging meetings to discuss and develop capital projects.
- Taking minutes and preparing monthly progress reports.
- Preparing briefing notes as needed
- Responding with other members to critical incidents as needed.

D. Job Knowledge and Skills:

Education:

- Diploma or Journeyman in one or more of the following: civil engineering, building technology/carpentry, project and property management, or the equivalent in experience with relevant training.
- Awareness of Yukon First Nation government systems
- Knowledge of housing issues affecting First Nation peoples both locally and nationally.
- Knowledge of federal and territorial funding programs for First Nations.
- Knowledge of project management, construction methods, and logistics
- Knowledge of proper construction methods on permafrost
- Knowledge of Canadian Building Code

Management Skills:

- Ability to lead by example.
- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to multitask in a high paced environment
- Ability to problem solve and resolve conflicts
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to write reports and make presentations
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.

Specific Skills

- Ability to use email, Word and Excel
- Ability to determine construction methods.
- Ability to understand blueprints, suggest changes to blueprints, create a material list from blueprints, assign costs to the material list and determine if blueprints are followed in construction.

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Government Services Director, the Technical Working

Group on Capital Projects, and Vuntut Gwitchin beneficiaries. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for the day-to-day planning of capital projects. Decision-making is also required in long-range planning, communicating with associates, and determining which recommendations are forwarded to the supervisor.

F. Impact/Accountability:

This position is accountable in establishing and meeting VGFN capital project plans that stem from Vuntut Gwitchin Government Legislation, strategic planning goals, and General Assembly resolutions, that expenditures do not exceed budget and revenues, and standard operational policies and procedures.

G. Key Personal Contacts

Who	Purpose	Frequency
Government Services Director	Supervision, information exchange	Weekly/as needed
GS Dept. staff	Information exchange	Daily
Vuntut Gwitchin Government Directors	Information exchange.	As needed
Suppliers/Trades people	Negotiating resolving problems. policy reviews, consultation, information exchange	Daily/Weekly
Vuntut Gwitchin citizens	Discussing policy; delivering programs; resolving problems and conflicts.	As needed

H. Positions Supervised

Number of positions supervised directly:	None
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I. Working Conditions:

This position is located in a normal office environment.

Spiritual:

- Balancing the need of the community to grow in modern conveniences and services while respecting traditional values.

Physical:

- Approximately 70% of time using the computer
- Travel approx: 6 trips per year within the Yukon territory.
- Remote living conditions in extreme temperatures and light changes.

Mental:

- Constant need to meet regular deadlines (meetings, reports, ad hoc deadlines)
- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Construction and project timelines and service delivery affected regularly by uncertain air freight delivery dates

J: Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals.
- Willingness to work extra hours to meet deadlines.

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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