



Job Opportunity

Senior Project Lead

Position Summary

Job Title: **Senior Project Lead**
Job Type: Full-time, permanent
Hours of Work: Monday – Friday, 8:00 am – 4:00 pm with occasional evenings and weekends
Reporting to: Director of Operations
Department: Administration Department
Wage: \$26.50 – \$37.00 Based on Experience

The Project Manager is responsible to facilitate and coordinate the design, construction, and building stages for all major capital projects, upgrade, and operational projects at one or more assigned sites within the Skeetchestn Indian Band. The Project Manager provides the leadership and expertise required to ensure that projects at the assigned site(s) are delivered within scope, cost, time, and quality to the Skeetchestn's satisfaction and within a safe working environment.

Key Responsibilities

Performs all duties and responsibilities in accordance with Skeetchestn Indian Band policies, practices, and procedures as directed by the Director of Operations. Maintains confidentiality as required pertaining to members, employees, and general matters of SIB.

Leads and facilitates all stages of project design (on multiple projects) to ensure cost effectiveness, adherence to building standards/codes, and consistency with technical, project's scope of work, and functional program requirements.

- Acts as a liaison between consultants and internal Managers during the planning stages to ensure compliance requirements, application of sound industry practices, and consistency with Skeetchestn Indian Band policies and practices.
- Participates in project steering committee meetings to establish project schedules.
- Participates in the establishment and verification of project budgets.
- Reviews all drawings and specifications to ensure adherence to building standards and coordinates input from Management and Leadership to confirm functionality.
- Analyzes technical and situational information to determine the project's potential impact on services, facilities, systems, and/or staff.
- Responsible for the preparation of cost estimates.

Responsible for the application of funding, reporting and quality control of assigned major capital projects.

- Seeks funding for First Nations community for various capital projects, working with Department Managers on Skeetchestn goals.
- Evaluates design specifications to ensure they are within allocated budgets and scope at various project milestones.

- Monitors consultant and contractor performance for adherence to contract conditions, budget, and schedules.
- Ensures accurate and timely reporting.
- Approves project invoices and progress claims for payment.

Leads and facilitates all stages of project construction (on multiple projects) to ensure cost effectiveness, adherence to building standards/codes, and consistency with technical, project's scope of work, and functional program requirements

- Reviews functional project design to ensure that all construction requirements have been included (e.g. decanting, demolition, and building system issues).
- Prepares the Request for Proposal or tender documents.
- Monitors all stages of construction to ensure cost effectiveness, adherence to contract terms of reference, and consistency with technical and functional program requirements.
- Reviews and approves all documentation related to the administration of the construction contract.
- Performs or arranges for site inspections.
- Ensures consultants and constructors meet their contractual obligations.

Leads and facilitates all stages of operational commissioning (on multiple projects) to ensure cost effectiveness, adherence to building standards/codes, and consistency with technical, project's scope of work, and functional program requirements.

- Coordinates and/or participates in the development and implementation of building commissioning plan.
- Meets with all Department Managers to schedule adequate time for tasks.
- Facilitates testing and equipment inspection processes.
- Ensures orientation and training to Skeetchestn employees on new equipment.
- Verifies that space and components are functional.

Other related duties as required.

Qualifications

Training, Education, Experience

- Experience applying for multiple proposals, grants, and funding seeker.
- Post-secondary diploma in architectural/engineering technology to interpret drawings and specifications, cost project technical requirements, supplemented by training in project management software, contract law, insurance requirements, and financial management.
- Five years of related experience,
- Or an equivalent combination of education, training, and experience.
- Current Class 5 BC Driver's Licence.
- Satisfactory criminal records check.

Knowledge, Skills, Abilities

- Knowledge of First Nation Communities
- Knowledge of Indigenous Services Canada funding agreements
- Knowledge of contract law.
- Knowledge of construction standards and building codes, and inspection and testing requirements.
- Knowledge of construction agreements and associated general conditions of contract.
- Knowledge of and ability to apply project management theories, principles, practices, and processes.
- Ability to interpret construction drawings and construction specifications.
- Understanding of construction practices and processes.
- Ability to establish project budgets.
- Ability to establish project schedules.
- Ability to effectively explore alternatives and positions to reach outcomes that gain all parties support and acceptance.
- Ability to analyze and interpret diverse and complex technical and operating information to develop an appropriate response.
- Ability to multitask, prioritize tasks, and provide timely responses.
- Genuine respect for Skeetchestn Indian Band culture and protocols.

Working Conditions

Work is performed in indoor and outdoor settings in all weather conditions. Must follow safe work and check-in procedures. Physical ability to perform duties such as climbing, stooping, standing, lifting. Flexibility to work evenings and weekends and flexible hours as required to respond to emergencies. Occasional travel to attend meetings and training is required.

Are you interested in joining our team? submit cover letter and resume to:

Holly Deneault

Assistant Director of Operations and Human Resources

Email: adminassist@skeetchestn.ca

Fax: (250) 373-2494