

## CHAMPAGNE and AISHIHIK FIRST NATIONS

**Identification:** Capital Projects Manager

**Department:** Property Services

**Supervisor:** Director, Property Services

**Date:** July 23, 2019

**Wage Level:** 9

**Status:** Regular Full-Time

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A. **Job Summary:**

Reporting to the Director of Property Services, the Capital Projects Manager (CPM) will lead the Capital Branch of Property Services and have responsibility for start to finish project management for new construction and significant renovations of CAFN housing, government buildings and infrastructure primarily on settlement lands. In addition, the position will be assisting in the development of an asset management program for the CAFN government. This work will involve developing, tracking and reporting the Property Services (PS) Capital budget, work plan, and coordinate and report on funding applications and agreements. This position is based in Haines Junction, Yukon.

B. **Main Duties:**

1. To ensure the effective and efficient planning and management of capital projects relating to construction and renovations of structures, facilities, plans and systems by:
  - Coordinate, lead and report on needs and feasibility analysis
  - Work with internal and external partners throughout the planning process
  - Project estimating
  - Community consultation and communication
  - Project budget development, tracking and reporting
  - Development and management of the scope of work (SOW)
  - Assessing funding opportunities and preparing funding applications. Reporting and closing out contribution agreements
  - Ensuring regulatory and permitting requirements. compliance and overseeing project permitting
  - Conduct cost-benefit analyses, risk analyses, and life cycle costing
  - Prepare Tender process and documents, project estimates and budgets, develop and maintain construction schedules, progress and monthly reports
  - Manage tender selection processes by participating in the selection and give recommendations on approved and rejected tenders to Director PS for Chief & Council final approval as necessary
  - Establish a Capital Project Charter for some approved projects, defining the project goals, objectives, risks, assumptions, project budget, staffing levels, roles and responsibilities, work breakdown structure, milestones and deliverables
  - Developing project work plans and schedules for each project, ensuring integration with other projects
  - Manage capital project activities throughout lifecycle, including the allocation of adequate resources, scheduling, documentation, budget and any other factors necessary for success
  - Negotiate, prepare and monitor all construction contracts including sub trades

- Manage trade contractors site meetings, requests for information, invoices and control document process
  - Observe that Work Safe Practices are being adhered to
  - Monitor job progress by performing periodic field inspections of projects both prior to and during construction, to determine compliance with approved plans and regulations, and at the request of inspectors
  - Negotiate and execute change orders as required
2. To control, monitor capital project progress and ensure corrective actions by:
- Establish and deliver mechanisms for tracking capital project progress, including production and operational reports for reporting and updating the Director PS, Chief & Council and stakeholders
  - Regularly updating and collaborating with PS Managers and staff to coordinate all capital project activities
  - Ensuring compliance and keeping current of legislation, regulations, policies, building codes, worksite safety, energy efficiency initiatives and procedures applicable to financial reporting and operations
  - Tracking all capital project costs to ensure completion within budget
  - Closely monitor the efforts and billing of third party workers, such as consultants, contractors, and other specialists
  - Review and rectify noted discrepancies from the Building Inspections with the contractor, sub-contractor or internal work force to ensure that CAFN capital projects clear all mandatory inspection phases
  - Oversee total construction effort to ensure capital project is constructed in accordance with design, budget, construction schedule, renovation & repairs schedule, contract documents, specifications, applicable regulations and industry best practices
  - Manage completion requests and Tenant Occupancy dates and Project close out
  - Conduct capital project audits in order to identify areas for improvement; make recommendations based on findings
  - Ensures all CAFN applicable policies and PS project policies and procedures, standards, etc. are adhered to. Interpret policies as required
3. To manage capital budget, anticipating future budgetary needs and report variances by:
- Collaborating with Director PS and Chief Financial Officer (CFO) in preparing and submitting annual capital budget estimates
  - Proposal writing to acquire additional capital project funding to other governments, corporations etc. to ensure sufficient funds to complete capital projects
  - Managing the capital budget expenditures to meet PS financial targets, identifying issues and bringing recommendations to the Director PS
  - Final approval for expenditures to the Capital Budget made through purchase orders, invoices, contracts, work orders and changes
  - Negotiating service agreements with other Government agencies that pertain to capital projects
  - Addressing and resolving financial and operational issues associated with capital budget spending, accounting classification, project set-up, capital contract terms, CAFN Capital Infrastructure Plan and Integrated Community Sustainability Plan objectives and reporting requirement of funding proposals
  - Collecting, interpreting and reporting financial data, analysing cost data versus budget for ascertaining financial performance and risk management
4. To manage capital project internal personnel and exterior contractors and sub-trades by:
- Hiring, developing, training and appraising internal capital branch staff, if required

- Manage internal workforce and external contractors
  - Ensuring all Contractors and Sub-trades contractual issues are resolved and dealt with in a timely manner
  - Familiarize the Field Foreman and project team with capital project scope of work and specifications as necessary
  - Organize project teams into suitable workgroups and guide the teams throughout their efforts to produce deliverables according to specifications, building code requirement, etc.
  - Coordinate the Site Foremen and project workforce needs with Field Foremen
  - Coordinate with Property Manager to access internal staff as needed on capital projects
  - Authorize and approve all capital project personnel transactions, purchase requisitions, work orders and change requests, etc.
  - Identify and resolve conflicts within project teams and associate work; create contingency plans to mitigate risk
5. To represent CAFN through networking and building partnerships/relationships with key stakeholders by:
- Communicating and collaborating with department managers to coordinate all activities, ensuring equipment purchases, replacement, maintenance and allocation of capital equipment including heavy equipment
  - Ensure open and clear communication with PS managers and staff regarding significant initiatives, changes, or events
  - Working with other Senior Management with various capital projects
  - Working in tandem with all other CAFN departments to maintain essential service levels during projects
  - Coordinating assigned design, development and construction projects with various regulatory bodies, as well as special interest groups, other stakeholders, partners and the community of Haines Junction as required
  - Leading and participating in CAFN Community planning meetings when pertaining to the CAFN Capital Infrastructure Plan, Community Sustainability Plan and the CAFN Annual General Assembly as required Ensuring that capital projects and infrastructure activities are integrated seamlessly and efficiently into departmental operations by coordinating with all PS Managers, other relevant CAFN Departments, and other stakeholders
6. Assist to develop and implement the asset management initiative for CAFN.
- Assist in the completion of an asset inventory
  - Submit information for analysis and report on results
  - Recommend and integrate asset management with the capital budgeting process
  - Assist in updating the asset inventory and long term planning on an ongoing basis

C. **Job Knowledge and Skills**

**Education and Experience:**

Successful completion of a Construction management program or designation in Project Management Professional is required. Technical Diploma, Professional Engineer, Red Seal Journeyman Carpenter is also an asset. A minimum 5 years' direct work experience in construction project management with a solid understanding of, construction trades, techniques and civil works will be considered.

**Job Knowledge:**

- Strong management, delegation, planning and leadership skills;
- Knowledge of local, territorial and federal workplace compliance regulations, ordinances and legislation and related building codes
- Strong contract negotiation skills; contract administration and procedures expertise and strong labour relations skills
- Demonstrated success in capital project delivery and execution of project management methods and practices
- Knowledge of construction industry, trades industry, methods, tools, techniques and requirements for construction, civil projects, renovations and maintenance/repairs
- Knowledge of current building materials, energy efficient construction methods, changing technologies, sustainability, structural design concepts, trends, approaches and problem solving techniques used in construction, engineering, inspections and compliance processes
- Knowledge of CMHC and AANDC Programs, Federal and Territorial agencies and the capital funding environment for Yukon First Nations an asset
- Knowledge and requirements of the Yukon Environment & Socio-economic Assessment Act and Board an asset
- Knowledge of contaminate site legislation, reporting and clean up requirements an asset
- Knowledge of safe drinking water regulations and procedures an asset
- Able to effectively communicate with CAFN staff, including labourers, technical, professional and Senior management
- Knowledge of public works project funding and budgeting processes
- Able to effectively communicate both verbally and in writing
- Ability to make presentations to management teams and elected officials
- Strong working knowledge of construction project timelines and schedules
- Strong working knowledge of Microsoft Office Suite, especially Excel, Word, PowerPoint and Outlook
- Knowledge of the CAFN Final Land Claims and Self-Government Agreements an asset

**Management Skills:**

- Demonstrated ability to manage capital budgets by developing, monitoring, adjusting and ensuring that projects are successfully completed within targeted budget lines
- Demonstrated ability to exercise necessary cost control measures
- Ability to supervise and direct work crews, contractors, and sub-trades to achieve the capital project goals
- An exceptional understanding of the fundamentals of contracts and experience in managing contractors under the terms of the contract
- Ability to manage multiple projects at different stages
- Excellent organizational and time management skills
- Highly effective negotiation, diplomatic, and conflict resolutions skills
- Ability to create and facilitate meetings, feedback sessions, and briefings
- Experience working with First Nations and/or for First Nations governments an asse

**Specific Skills:**

- Ability to read blueprints, schematics, field drawings, plans and specifications
- Ability to analyse technical design engineering, construction engineering and surveying problems
- evaluating alternative project approaches and adopting effective solutions
- Ability to effectively use program management computer software
- Ability to complete capital project assessments and provide budget and schedule estimates
- Ability to plan and forecasts annual capital budget requirements
- Ability to navigate and propose changes to established programs and procedures and their effect on

- capital project planning, development and implementation
- Ability to interpret and apply complex construction rules, laws and regulations to all PS capital projects
- Ability to work safely and promote work safety in a construction environment
- Ability to work independently and with minimal supervision
- Demonstrated success in proposal writing and project funding (to acquire additional funding for capital projects) especially in a First Nations environment

**Interpersonal Skills:**

- Able to build and maintain lasting partnerships/relationships with business units, corporate departments, other governments and their key managers; CAFN Citizens and other stakeholders;
- Flexibility to adjust to shifting priorities and deadlines
- Ability to exercise sound, independent judgment and initiative within established guidelines
- Ability to communicate proficiently and genuinely
- Ability to problem solve, keeping in mind worksite safety, industry rules and regulations to reach a satisfactory conclusion
- Ability to act with tact and diplomacy when dealing with an irate client; sensitive information; confidential information; work place issues, etc.
- Ability to maintain confidentiality of documents; work place situations; employee issues etc.

**D. Decision Making:**

CAFN Chief & Council and Management Committee identify capital project priorities and mandates arising from the CAFN Strategic Plan. The general goals, objectives and expectations of this position are established by the Director of Property Services. The incumbent is expected to support and implement these plans. The incumbent must have the ability to negotiate contracts, prices and changes in job scope or schedule and make recommendations to the Director of PS. The incumbent works in coordination with the Director PS, the CFO, and serves on the External Funding Committee to manage the capital budget.

**E. Impact/Accountability:**

The decisions made by this position have a direct impact on CAFN citizens in the critical area of housing and infrastructure development. This position is accountable for ensuring that developed programs and priorities are responsive to the needs of the community. This position must conduct ongoing evaluations of programs, projects and services to ensure the changing conditions in the community are incorporated into departmental activities. The decisions of this position impact present and future lives of citizens as a whole.

**F. Positions Supervised:**

CAFN Work Crews  
Contractors & Sub-trades  
Consultants

**G. Working Conditions:**

This position functions in a normal office environment with on-site visits to various capital project sites ensuring adherence to WCB Worksite Safety Regulations when visiting a construction project job sites; extensive travelling requirements to various communities, job site locations, and CAFN properties primarily throughout CAFN Traditional Territory. There is a constant need to meet regular and critical deadlines; overtime may be required to ensure deadlines are met. The incumbent must effectively deal with occasional disputes regarding quality of workmanship/materials, contractual disputes with contractors and/or sub-trades, suppliers and clients. Many aspects of the work require a good level of concentration. This position may be mentally challenging at times and the incumbent must be able to maintain effectiveness in the face of internal and external stressors.

H. **Conditions of Employment**

- Yukon Class 5 driver's license with a clear driver's abstract
- Clear criminal record check
- First Aid/CPR certification or willingness to obtain
- Ability to travel when required
- Mandatory confidentiality is a condition of employment for all CAFN personnel

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

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Director, Property Services

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Date

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Employee

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Date