

CHAMPAGNE and AISHIHIK FIRST NATIONS

**Identification:** Field Foreman  
**Department:** Property Services  
**Supervisor:** Property Manager, Property Management Branch  
**Date:** August 30, 2021  
**Wage Level:**  
**Status:** Regular Full Time

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**A. Job Summary:**

Reporting to the Property Manager, this position manages and coordinates repairs and renovations in CAFN residential units, community buildings and infrastructure. The incumbent will be responsible for supervising skilled apprentices, semi-skilled helpers/labourers, and contracted trades professionals for the purposes of managing and overseeing the repairs of any properties or renovations and maintenance on a regular basis. This position may also oversees special projects; performs skilled Carpenter and related building trades functions and other related duties.

**B. Main Duties:**

1. Manages and coordinates CAFN field operations in residential units, community buildings and infrastructure by:
  - assisting the Property Manager in establishing priorities for construction and renovation projects; assigning those tasks to appropriate staff;
  - assisting the department with the development of a five-year strategic plan establishing priorities for construction and renovations projects;
  - assisting PS staff and contractors to prepare short and long term maintenance, renovation and repair plans for CAFN properties;
  - estimating costs and preparing budgets for projects;
  - monitoring project expenses to determine if they are in line with estimates and ensuring there are no cost overruns;
  - assessing equipment, materials and labour needed to complete large and/or complex maintenance, renovation or construction projects to meet industry standards
  - prioritizes, schedules and assigns carpentry related work orders to skilled staff
  - authorizing work orders for approved projects;
  - requisitioning purchases required for the budgeted expenditures of housing and community infrastructure construction/renovations and repairs; ensuring that housing and building inspections are carried out on a scheduled basis;
  - securing all construction permits that pertain to special projects and renovations;
  - ensuring that all projects, including renovation and construction of CAFN houses, buildings and properties are conducted in an efficient and thorough manner and meet the current National Building Code;
  - coordinating regular meetings for planning with Property Manager and contractors to work out changes or resolve work related problems;
  - recommend change orders on renovation or construction of properties;
  - recommend amendments to contracts for the duration of contracts;
  - implement any approved change orders or amendments to construction projects

- ensuring the full utilization of any rented equipment; and
  - assisting in the training of apprentices and helpers to ensure they gain and maintain a thorough understanding of carpentry processes and safety regulations.
2. Supervises and oversees the construction of any new properties or renovations and maintenance as required by:
- supervising field and project staff;
  - assist with recommendations and recruitment processes for hiring field crew personnel;
  - assigning the appropriate materials, equipment and tools to complete the jobs;
  - observing work in progress and completing performance appraisals and write evaluation reports on apprentices and workers who have been assigned to them on the job;
  - instructing employees on safe and proper methods based on Regulations and best practices;
  - completing and signing employee activity reports and timesheets;
  - read and interpret Occupational Health and Safety Regulations as they apply to safe work practices;
  - read material safety data sheets (MSDS) to identify the chemical composition of materials, how to use them safely and emergency first-aid procedures;
  - assisting employees in cooperation with OH&S Officer for safe work practices and preparing incident and accident reports and recommending actions to be taken;
  - establishing and maintaining a daily job diary to record job information and the relevant details of the projects work such as problems encountered and resolved, hours of work, etc.;
  - developing renovation and construction schedules, programs, procedures and standards;
  - completing thorough inspections to make sure all work is completed properly; identifying and rectifying any deficiencies; and
  - performing general carpentry, plumbing, electrical or heating and ventilation work as required.
3. Oversees special projects by:
- assisting with planning and developing budgets;
  - monitoring budgets;
  - verifying receipts of goods and services;
  - checking and maintaining inventories;
  - ensuring that invoices and receipts are submitted in a timely manner;
  - providing input for bids and tenders;
  - supervising trades contractors and sub-contractors; and
  - coordinating regular meetings for planning with contractors and Property Manager to work out changes or resolve work related problems;
4. Performs other duties include, but are not limited to:
- overseeing the organization, maintenance and functionality of the Carpenters Shop in order to ensure needed construction materials and parts are available and accessible; and
  - coordinating material and supply pick up and deliveries with other P.S. employees and CAFN departments to maximize cost efficiency. Functionality

**C. Job Knowledge and Skills**

**Education and Experience:**

Grade 12 graduation with journeyman certification in carpentry, or related building construction certification and 4 years or more of work experience in home and community building renovations, and construction, or an equivalent combination of training and work experience. Supervisory experience will be required.

**Job Knowledge:**

Knowledge of building trades industry  
Extensive knowledge of carpentry, plumbing, heating, electrical, ventilation and maintenance  
Knowledge of materials, methods, techniques, tools and equipment requirements for housing construction, renovation, maintenance and repair work  
Knowledge of contract administration and building code regulations  
Knowledge of occupational hazards and safety precautions involved with construction and equipment operations  
Knowledge of Occupational Health & Safety Standards  
Knowledge of the National Building Code of Canada legislation and regulations, plus policies and procedures for construction and maintenance  
Thorough knowledge of current carpentry practices and emerging advanced carpentry methods for energy efficiency  
Knowledge of local suppliers of common construction materials and process for ordering systems and components  
An understanding of the northern economic, cultural and political environment  
Knowledge of building ventilation requirements  
Knowledge of business documentation such as work orders, purchase orders, service invoices, permits and warranties

**Management Skills:**

Ability to plan, organize, implement and evaluate human, financial and material resources from a wide variety of construction, renovation and repair activities  
Excellent communications skills, both oral and written;  
Highly organized and able to manage time efficiently;  
Leadership skills and the ability to train and mentor staff  
Ability to prepare reports and recommendations to assist in decision making  
Ability to conduct research and provide advice

**Specific Skills:**

Ability to understand, follow and work from a wide variety of plans, maps, blueprints and other written materials;  
Read and interpret building codes, regulations and standards to comply with national, territorial and municipal regulations.  
Interpret blueprints, with a high degree of accuracy, to verify measurements, determine the integrity of the plans and report mistakes or omissions.  
Make sketches of drawings or plans to use on job sites  
Ability to prepare necessary permit applications as required  
Ability to compile technical data for reporting on construction and renovation projects, including parts, labour and other inputs which were utilized;  
Ability to provide technical advice and work cooperatively with other trades  
Ability to perform inspections for quality control, rectify any deficiencies, and to establish maintenance schedules  
Effective communications skills including written, presentation, verbal and listening  
Ability to use typical communication equipment  
Computer skills including the ability to operate computerized word-processing and computerized maintenance management programs

**Interpersonal Skills:**

Ability to deal tactfully with Citizen concerns, respond to information requests, and provide quality customer service  
Ability to resolve conflicts or mediate disputes involving contractors or employees  
Ability to work efficiently with a great deal of independence as well as working effectively as part of a team of trades professionals;

Ability to monitor, supervise and discipline staff as required  
Demonstrate sound work ethics  
Knowledge of communication equipment and technology  
Ability to communicate with apprentices, industry professionals and other tradespeople  
Ability to communicate with supervisors and management

D. **Decision Making:**

The Property Services Director, in cooperation with the department Managers are responsible for establishing departmental program goals, objectives and expectations. The incumbent is expected to work with the Property Manager, as well as independently in determining methodology and how to accomplish set goals and objectives. The position is expected to work cooperatively with others in the best interests of CAFN. Problems are of a complex and re-occurring nature and are resolved in conjunction with the Property Manager and Property Services staff.

E. **Impact/Accountability:**

The position is responsible for the safe and effective field operations of the Property Management Branch mainly in the Haines Junction and Canyon Creek region. The work of this position has a broad impact on the successful delivery of the Property Services renovation and maintenance programs and services. The impact of work not done correctly may result in additional expense, premature failure of vital components or the structure, or injury to the occupants and workers.

F. **Positions Supervised:**

Construction crews including Apprentices  
Seasonal and casual workers  
Contractors and subcontractors


G. **Working Conditions:**

This position requires extensive travel to various building locations, job sites and other CAFN properties. There are specific safety requirements when visiting or working with crews on the construction sites. There is a constant need to meet regular and critical deadlines. During construction season, overtime may be required to ensure deadlines are met. There may be disputes regarding quality workmanship or materials with contractors. The incumbent occasionally deals with angry, upset individuals when renovations or maintenance work is scheduled or underway. May be required to work in extreme weather conditions. Must wear CSA approved Personal Protective Equipment as required

H. **Conditions of Employment**

- A valid Yukon Class 5 driver's license.
- Criminal Records Check
- Valid First Aid Certificate or willing to obtain
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

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. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

  
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Senior Director of Government Services

Sept 8/21  
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Date

  
\_\_\_\_\_  
Director of Human Resources

September 3, 2021  
\_\_\_\_\_  
Date

David Fairbank  
\_\_\_\_\_  
Director of Property Services

September 2, 2021  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

