



## **Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations**

### **CAREER OPPORTUNITY**

#### ***Director of Public Works (DPW)***

The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are a progressive, forward-thinking, First Nations Treaty Government. We are growing and seek a career-minded, dedicated, hands-on, professional to assume the role of *Director of Public Works (DPW)*.

Reporting to the Chief Administrative Officer (CAO), the DPW is a key member of KCFN's senior management team. The DPW oversees/manages a variety of public works operations (including, but not limited to) water supply, wastewater treatment, stormwater management, street/road maintenance, snow removal, power, recycling, garbage, & an assortment of infrastructure/construction projects. The successful DPW collaborates with consultants/contractors, officials, and engineers to ensure the implementation of safe, effective, & efficient public works programs & delivery of services.

Working out of the Campbell River Office (**or preferably the Hupsitas Public Works Office in Kyuquot**), the DPW will be part of a top-notch team of directors. This challenging, yet exciting role, is an opportunity to make a real difference in the lives of community members. Our seasoned DPW can expect to receive a very competitive compensation package, extended health benefits, pension benefits, and time off to achieve work/life balance.

#### **What you'll do:**

- Plan, organize, direct, control & evaluate the delivery of public works programs, & all assets
- Research & apply for funding for special projects/programs associated with public works
- Ensure that KCFN's Public Works programs' services are properly delivered & within approved budgets
- Create, develop & submit annual budgets/strategic plans/reports (to the CAO, KCFN Executive, KCFN citizens & other stakeholders) for all programs falling under public works
- Develop & implement short- & long-term plans, policies, & procedures for the public works department
- Oversee/manage the "maintenance" of all KCFN property and assets
- Obtain, allocate, & monitor available resources
- Oversee design, construction, & maintenance of public works infrastructure – which include roads, streets, bridges, sewers, buildings, power, and various water systems
- Oversee housing/special projects & (new builds & renos)
- Ensure that public works projects comply with applicable Codes, safety & environmental regulations & laws
- Liaise/ work with various contractors, engineers on an assortment of public works projects
- Research & recommend new public works initiatives or related technologies to improve departmental efficiency & productivity

- Review & approve plans/specifications for public works & construction projects prepared by outside consultants/contractors
- Establish administrative & organizational procedures to meet objectives
- Review program activities to ascertain if they are achieving their intended goals & makes recommendations for improvement
- Monitor progress of projects to ensure that they are completed on time & within budget
- Ensure that all reporting requirements are accurate & completed on or before the due dates
- Lead, manage, motivate, & coach employees to achieve the overall goals & objectives for the Public Works Dept.
- Create & foster a culture of collaboration & support for all employees
- Create & foster a culture of safety/safe work practices consistent with federal & provincial standards/regulations
- Participate in safe work initiatives/practices and coach employees to do the same
- May create/organize, lead or chair various committees aimed to maximize the effectiveness of the Public Works Dept & KCFN as a whole
- May sit on the Joint Occupational Health & Safety Committee as an *Employer Representative*
- Partner with HR Manager on employee-related matters/issues (ie recruiting, hiring, terminations, performance management, succession planning, training, professional development, pay/compensation) and seek advice/counsel when needed or required
- Oversee grants & funding to support new & existing programs/services falling under the public works services umbrella
- Manage conflict & diffuse hostile situations before they occur
- Liaise, collaborate, & manage strategic relationships (ie gov't agencies, vendors, engineers, contractors, consultants)
- Other duties/tasks as assigned by the CAO or his/her designate

#### Our ideal candidate:

#### EDUCATION

- Post-secondary education in municipal services, construction, land development, engineering, water, power systems management
- Professional development in management/leadership, communications, conflict management/resolution, First Nations studies, public presentations, and budget creation
- *A combination of education and work experience may be accepted in lieu of a degree*

#### EXPERIENCE

- 8+ years of senior-level work experience in a public works, construction, engineering, or similar industry
- 8+ years of senior-level work experience leading/developing teams
- 8+ years of senior-level work experience overseeing multiple municipal/public works projects
- Experience creating/developing program policies, budgets, & funding proposals
- Exceptional organizational, communication, & conflict resolution skills
- An understanding of the concurrent law model and BC Modern Treaties
- Experience working with First Nations and an understanding of Nuuchahnulth culture
- Experience working in remote locations

## OTHER

- Valid driver's license & reliable vehicle
- Valid First Aid Certification, SVOP, Radio Operator's
- Willing & able to travel (and for overnight stays)
- Willing to work out of Hupsitas (Kyuquot) for extended periods
- WHMIS, Violence & Harassment Prevention Training (or willing to obtain)
- Adherence to all federal/WorkSafe BC safe work practices/regulations
- Adherence to all KCFN, federal, & provincial laws/bylaws/legislation
- A clear *vulnerable* Police Information Check (formerly known as an *vulnerable* RCMP criminal record check) – *required*

**\*\* This competition is open to applicants who are legally entitled to work in Canada\*\***

**CLOSING DATE & TIME:** Open until filled

**START DATE:** ASAP

**STATUS:** Permanent, Full-Time

**DATE POSTED:** May 9, 2024

**COMPENSATION:** Very competitive + (health, insurance, EAP, pension benefits)

**TO APPLY:** E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at:  
[dwaynew@kcfirsnations.com](mailto:dwaynew@kcfirsnations.com) citing "DPW" in the subject heading of your e-mail

***In accordance with the provisions of the KCFN Gov't Personnel Act, the Canadian Human Rights Act and/or the Employment Equity Act, preference may be given to Indigenous applicants.***

*We thank all those who apply, however only those shortlisted will be contacted for interviews.*