

Job Posting

Career Opportunity: Director of Capital Works and Services

Department: Capital Works and Services

Status: Permanent

Salary Grade 11: (Min. \$98,658.00 – Max. \$142,513.00)

Location: To Be Determined (Eeyou Istchee)

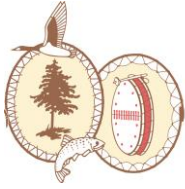
Core Functions

The Director of the Capital Works and Services department is responsible for developing departmental goals, programs, services, initiatives and projects in his/her area of responsibility, aligned with the Cree Nation Government's mission and vision. The Director also manages the overall operational, budgetary, and financial responsibilities and activities of the Department. He/she may also participate in the negotiation, implementation and monitoring of various agreements with local, provincial and federal governments in his/her area of responsibility. Moreover, he/she is also responsible for the deliverance of Capital planning and engineering services, which encompasses the establishment and management of programs and services at the local level and oversees all operation and maintenance (O&M) services.

Functional Responsibilities

- Develop and communicate departmental goals and objectives, in line with the organization's and the Department's mission and vision.
- Plan and allocate resources to effectively staff and accomplish the work to meet departmental goals.
- Develop annual and three to five-year operational plans for the Department and present to the Management Committee.
- Lead the development, communication, implementation and evaluation of policies, processes and procedures for departmental operations, services and programs.
- Lead the development and implementation of new programs, services, initiatives and projects in line with community needs and departmental goals.
- Establish and maintain relevant controls and feedback systems to monitor the operations of the Department.
- Review performance data that includes financial and activity reports, to monitor and measure departmental productivity, goal achievement, and overall effectiveness.
- Participate in the negotiation of agreements with the Federal and/or Quebec governments relevant to his/her area of responsibility. Follow-up and monitor the implementation of all agreements signed.

- Establish and manage capital planning and engineering services and programs at the local level.



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- Coordinate and supervise the funding from the Cree Nation Government associated with the construction, replacement and expansion of new Band facilities as contemplated by the Canada New Relationship Agreement as well as the operations and maintenance funding.
- Oversee the management, administration and updating of the annual Five-Year Capital Funding Plan, which incorporates local government projects from the Cree Communities (i.e., local government facilities, essential sanitation services and related infrastructures, community center construction and animation, community fire protection, municipal heavy equipment, and housing).
- Lead the development and implementation of by-laws or minimum standards, relating to the protection of public health and safety, fire protection and essential sanitation.
- Recommend and supervise the implementation of standards for Band facilities as well as maintenance programs for such facilities.
- Ensure the implementation of sub-paragraph 28.11.1 a) b) and c) and 28.11.2 b) of the James Bay and Northern Quebec Agreement which relate to the construction or provision of a community center in each Cree community, essential sanitation in each Cree community, and fire protection, including training, the purchase of equipment and the construction of facilities.

Regional Capital Works Responsibilities

- Oversee the operation and management of all buildings, capital assets, and other facilities required for the operations of the Cree Nation Government's departments.
- Oversee the deliverance of all capital works programs at the regional level.
- Lead the development and implementation of by-laws or minimum standards related to housing and buildings used for regional governance.
- Facilitate and coordinate the development and implementation of housing programs in the Cree communities.

Interaction/Communication Responsibilities

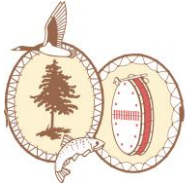
- Promote positive relations and concerted action with all external actors/partners (e.g., Cree communities, federal, provincial and municipal governments, other Cree entities, etc.).

Reporting Responsibilities

- Lead the preparation and maintenance of reports necessary to carry out the functions of the Department.
- Prepare quarterly and annual reports regarding status and progress of the Department services, programs, projects and initiatives, to track goal accomplishment, as well as budget spending.
- Oversee preparation and approve reports to funding authorities. Ensure timelines of reporting obligations are met.
- Oversee preparation and approve reports for the Annual General Assembly and the Cree Nation Government's Annual Report on the activities of the Department.

Financial Responsibilities

- Manage the budget for the Department. Participate in the annual budget process and conduct



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follow-up internally and with the Finance department.

- Seek additional funding/budget to implement programs related to the Department and monitor accurate use of these funds.

Managerial Responsibilities

- Directly supervise and lead direct reports and ensure effective supervision of others within the team.
- Assist direct reports with the development of objectives and ensure that performance is aligned with team and individual objectives.
- Ensure that managers and/or supervisors within team are establishing objectives that are in alignment with departmental objectives.
- Identify training needs and support training and development.
- Conduct periodic performance evaluations for direct reports and assist managers and/or supervisors with performance evaluations.
- Promote ongoing, effective and open communication with employees. Keep staff members informed of decisions that impact them and/or their department.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

- Bachelor of Business Administration, Public Administration, Civil Engineering and or a related field.

Experience

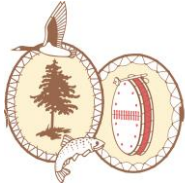
- More than twelve years of relevant work experience.
- Experience with staff supervision.
- Experience in managing budgets.

Language

- Fluency in Cree.
- Fluency in English.
- Fluency in French is an asset.

Knowledge and Abilities

- Expert knowledge in project management, northern construction logistics, contract law and construction industry.
- Customer-focused and service-oriented.
- Proven success in maintaining strong communication, including the ability to facilitate effectively.



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- Proven ability to be discreet and maintain confidentiality.
- High attention to detail and accuracy.
- Strong organizational skills and the ability to manage multiple projects.
- Proven ability to influence decisions and find solutions to complex problems.
- Proven ability to demonstrate strong judgment in complex situations.
- Proven ability to problem-solve, to think strategically, and to take initiative.
- Demonstrated ability to work under significant pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Willingness to travel regularly.
- Willingness to be away from home outside normal working hours.
- Must agree to undergo a background check

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From July 24, 2020 to August 10, 2020

Application

Your application must be sent by email with the competition number: **CWSD-200702-1**

Valerie Mianscum
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