Project Manager

Contract opportunity (from approximately September 2019 to March 2022)

The Tobacco Plains Indian Band (www.tobaccoplains.org), one of several Ktunaxa Nation communities in Canada, is located in Grasmere, BC, on a Reserve comprising 10,600 acres in Southeastern British Columbia. Our vision as a self-governing community is to responsibly steward our traditional lands, and preserve our language and culture. We are dedicated to improving the health, safety, and well-being of our members in all that we say and do.

With this vision in mind, this collaborative role is a great opportunity for an experienced Project Manager to work with First Nations communities and BC Housing Branches to support housing management needs in the East Kootenay Region. Reporting day-to-day to the Tobacco Plains Indian Band, while working under the strategic direction of a Steering Committee comprised of representatives from participating First Nations, you’ll provide training and oversight in the areas of asset management, capital planning, energy management, maintenance, and project management.

LOCATION: The job location is flexible within the East Kootenay Regional District for the right candidate.

JOB DUTIES

As part of your varied responsibilities as Project Manager, you’ll be called upon to:

- Prepare and provide training support to BC Housing in delivering housing management training to First Nations communities and community housing managers
- Develop and evaluate asset management programs for communities, provide oversight and assist with day-to-day asset management activities
- Develop, and assist with, energy performance standards and targets, energy efficiency audits and implementation of efficiency measures that maximize cost-effective building systems
- Manage identified maintenance scheduling and operations that address safety and comfort, and assist with maintenance requirements and repairs
- Perform, and assist with, rental unit assessments and input of data into Asset Planner or other programs
- Support appropriate leasing, rent collection and eviction activities
- Track performance and provide quarterly updates to the Steering Committee on activities, updates and progress
- Work with community partners on initiatives to promote positive resident and community relations
- Assist and advise in the preparation of annual budgets and oversee adherence to the budget throughout the year
• Serve as a mentor and resource to community housing managers

QUALIFICATIONS

As the qualified professional we seek for the role of Project Manager, you’ll have a bachelor’s degree and/or a Trade Ticket (Carpenter, Plumber, Electrician) in a field related to building technology, engineering, construction management, or project management, and/or an equivalent combination of education and experience. These credentials are complemented by the following experience, knowledge and skills:

• At least 4 years of experience working within the field of asset management or community asset development
• Experience in managing property budgets and capital needs assessments
• Experience with the Asset Planner system and the construction field, an asset
• Sound knowledge of
  o asset management strategies
  o capital planning processes
  o property management practices
  o building structures and systems
  o Indigenous housing management programs
  o Indigenous communities within the Basin
• Excellent analytical, critical thinking, organizational and planning skills
• Ability to build collaborative working relationships and work effectively in a variety of team settings and independently
• Ability to provide technical leadership, direction and mentorship to other individuals
• Ability to create and present educational materials
• A valid BC driver’s license and access to a reliable vehicle
• Ability to work a flexible schedule, as needed, and travel up to 50% of the time; the majority of travel will be day trips in the East Kootenay Region, with occasional overnight travel to Vancouver

PLEASE NOTE: The successful candidate must pass a criminal record check.

If you are interested in this exciting and rewarding Project Manager position, please apply by sending your cover letter and resume to Tania Brewer Tobacco Plains Indian Band, at TBrewer@tobaccoplains.org

Indigenous applicants are encouraged to apply.

www.tobaccoplains.org