

Ka·kin Group of Companies

749 Douglas Fir Rd.

Sparwood BC

FACILITIES MANAGER

Are you an experienced and motivated leader with a strong background in managing diverse facilities and projects? Ka·kin is seeking a Facilities Manager to join our team in the East Kootenay region of British Columbia to support the continued growth and efficiency of our operations. Reporting to the Chief Operating Officer, the Facilities Manager will oversee the maintenance, operation, and development of company-owned facilities and construction projects.

The successful candidate will play a key role in planning and managing maintenance, renovations, and upgrades across a range of sites, while also supporting larger capital projects and upholding health and safety standards.

Key Responsibilities

- Plan and coordinate all installations (telecommunications, heat, electricity, etc.) and refurbishments
- Oversee the upkeep of equipment and supplies to meet health and safety standards
- Inspect buildings and structures to assess repair or renovation needs
- Monitor and manage utilities usage to optimize cost-efficiency
- Supervise facilities staff and coordinate with external contractors
- Manage parking, waste disposal, building security, and office space allocation
- Administer insurance plans and service contracts
- Maintain financial and non-financial records
- Develop and oversee facility budgets and forecasting
- Plan and manage construction projects from start to finish according to schedule, budget, and specifications
- Support contract preparation and negotiation with project stakeholders
- Monitor quality control and ensure compliance with all relevant regulations
- Provide progress updates and maintain communication with clients and leadership
- Direct the procurement of building materials and manage subcontractors
- Ensure proper permitting for all construction projects
- Perform other duties as required to support company operations

Qualifications**Required:**

- Proven experience in facilities management and construction project oversight

- Strong knowledge of building systems, safety standards, and infrastructure planning
- Experience managing teams and contractors
- Proficiency in budgeting, forecasting, and operational planning
- Excellent organizational and leadership skills
- Familiarity with contract negotiation, permitting, and reporting processes
- Strong computer skills including Microsoft Office (Excel, Word, Outlook)

Preferred:

- Experience working with Indigenous-owned companies or First Nations communities
- Post-secondary education in construction management, facility operations, or related field

Compensation & Location

- Salary Range: Commensurate with experience
- Employment Type: Full-time, permanent
- Location: Based in the Kootenays region of British Columbia

About Ka·kin Group of Companies

Ka·kin Group Ltd., wholly owned by Yaqit ʔa·knuqʔiʔit (Tobacco Plains First Nation), is committed to nurturing prosperity and sustainability for the Yaqit ʔa·knuqʔiʔit community and its members. This prosperity encompasses self-determined well-being and includes economic, financial, social, and cultural growth.

Yaqit ʔa·knuqʔiʔit has tasked Ka·kin with advancing economic sustainability through regional engagement, key partnerships, new ownership opportunities, and values-aligned business development.

Application Details

Preference will be given to Indigenous applicants and individuals with experience working in Indigenous-owned companies.

To apply, please email your resume and cover letter to: helen.barron@kakin.ca

Application deadline: August 31, 2025