



Occupying traditional territories that span from Cortes Island to Toba Inlet, Klahoose First Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately seventy-five full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred and nine members reside off reserve in areas such as coastal communities, the lower mainland and in Washington State, etc.

Klahoose First Nation has been growing and developing the resources and the strategic plan of the Nation. In addition, our Administrator with over a decade of tenure will be retiring at the end of 2022. With this, we will be posting three leadership roles to move the Nation forward and are interested in speaking with candidates who will live on Cortes Island. These positions are Infrastructure Manager, Finance Manager and Administrator for the Nation.

Job Posting: Infrastructure Manager (Facilities, Housing and Maintenance) Full Time, 32 hours per week, on Cortes Island, BC

About The Position

This is a new position for Klahoose First Nations, and therefore we are looking for candidates who will bring their experience in developing and overseeing the infrastructure, buildings, housing, maintenance and grounds of Klahoose First Nation. You will work with the Administrator and leadership to manage and direct the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Responsibilities

Leadership

- Provide leadership and mentorship to direct reports, including recruitment and selection, training and performance management for the housing, facilities, and maintenance staff.
- Work with Administrator to prioritize projects to ensure community infrastructure, facilities, buildings, and houses are well maintained and meet the needs of Members.
- Provide department information and recommendation regarding policy and Nation-wide planning.

Staff Coordination

- Plan the work schedule for the department on a daily, weekly, monthly, and yearly basis based on Klahoose Strategic plans, associated operational plans and approved budgets.
- Plan annual and seasonal workforce requirements and work with the Administrator to secure funding for students and seasonal staff.
- Ensure staff have appropriate safety equipment and training required for each project.
- Oversee workload, progress of work, status updates, to ensure the completion of ongoing programs and special projects.



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- Administer and approve payroll requirements for departments staff, including timesheets, vacation requests and salary increases, etc.

Planning and Administration

- Work with Council and the Administrator to develop long-term plans that will manage the sustainable growth of the community.
- Develop and oversee funding applications for long-term infrastructure development and maintenance.
- Plan infrastructure needs and prepare budgets for approval from the Administrator.
- Plan, manage bid process, and oversee successful completion of infrastructure projects by external contractors and consultants.
- Work with funding agencies to build successful relations and create successful funding applications and agreements.

Public Works and Operational Maintenance

- Support Housing Coordinator:
 - Tenant relations and maintenance planning to ensure proper maintenance of community homes.
 - Inspection of rental homes at least twice per year to determine priority for maintenance and repairs.
- Support Manager, Maintenance, Public Works and Water Distribution:
 - Oversee public works and water distribution is planned and maintained.
 - Organize spring clean-up and ensure rubbish is taken away.
 - Oversee maintenance of community grounds such as cemetery, community park areas and infrastructure, fences, hydro poles, ditches, right of ways are clear of debris, etc.
 - Oversee equipment and machinery maintenance.

What You Bring

Education and Work Experience:

- Post-secondary education/training in maintenance management or trade certificate.
- Demonstrated experience in the delivery of policies and programs.
- Working understanding of asset management systems, policy, and implementation.
- At least 5 years working with trades, infrastructure development and overseeing a team.
- Working understanding of First Nations traditions, culture, and history.
- Preference will be given to Klahoose members, followed by First Nations individuals.



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Knowledge, Skills and Abilities:

- Clear and concise communication style both verbally and in writing.
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Ability to provide constructive feedback to staff for their development.
- Proficient in the use of standard office applications (e.g., Microsoft Word, Excel, PowerPoint).
- Demonstrated ability to work effectively, both independently and as part of a team.
- Valid driver's license & reliable transportation.
- Comply to Criminal Record Check, Vulnerable Sector and may be subject to Drug and Alcohol testing.

What We Offer

A flexible work schedule, 32 hours per week, Monday to Thursday or as needed. We offer a competitive salary and benefits plan, plus expenses for cell phone and monthly ferry allowance.

Annually as a Manager, vacation and paid time off is summarized in the chart below, which will be prorated for 2022:

Vacation Pay	10 days: 2 weeks vacation after 1 year in the position
Christmas Holiday Season Closure	10 paid days: The administration offices is closed for 2 weeks in December and employees will be paid their full salary during this time.
Cultural Day	6 days: Employees who are Aboriginal (as per the Canada Labour Code) and who have completed three consecutive months of continuous employment are entitled to six (6) days of paid leave to engage in traditional Aboriginal practices including fishing, hunting, harvesting, and other practices prescribed by regulation. Food fish processing and tribal journeys are eligible for this leave.
Managers Days	24 days per full year of employment: (prorated for 2022) Managers are not eligible for overtime pay but will receive 2 days per month off in lieu of additional hours managers are expected to work (Managers' Days). Managers' Days may be banked up to a maximum of 10 days. Additional days must be used or forfeited. Banked Managers' Days will not be paid out & will not be carried over into a new calendar year.



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How to Apply

Interested candidate can submit a letter of interest and resume, stating:

- previous related work experience,
- information about working with a First Nations community,
- along with salary expectations to marionchrp@gmail.com, as soon as possible and no later than Monday, August 8, 2022.

We thank everyone in advance for their interest in joining the Klahoose First Nation and ask that only candidates legally able to work in Canada apply.