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ANCIENT SPIRIT, MODERN MIND

EMPLOYMENT OPPORTUNITY

Permanent Full Time: Capital Projects Lead

Location: Anacla/Port Alberni Government Offices

Salary Range: based on education and experience

Authority Relationship: Director of Infrastructure and Capital Projects

The Capital Project Lead is responsible for the successful completion of Huu-ay-aht capital and HFN projects. The Capital Project Lead reports to the Director of Capital Infrastructure.

Project Accountabilities:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Preparing request for proposals, tender packages, and any other associated quotes, information or documentation required for the successful completion of projects
- Ensure best possible resource availability and allocation
- Develop detailed project plans to monitor and track progress as well as efficiency
- Manage changes to the project scope, project schedule and project costs using appropriate approvals.
- Measure project performance using appropriate tools and techniques
- Create detailed reports and documentation as needed or requested
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Develop spreadsheets, diagrams, documents, and maps as needed
- Develops policies and procedures, including goals, work plans and schedules to meet the HFN Planning.
- Keeps informed of new trends, current and future issues, Huu-ay-aht/Federal/Provincial laws, regulations, policies and procedures, programs, and services, and assesses implications and usefulness for HFN.
- Research develop and implement recommendations for related standing committee direction.



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- Ensures contracts, contribution agreements, programs and services are properly administered and reported upon.
- accordance with the Huu-ay-aht vision, mission, and values.
- Ensures compliance with Worksafe, WHIMS and any other provincial or federal regulations required.
- Attend staff meetings other meeting and as directed or other meetings as required.
- Complete any other task or duties as directed
- Maintaining confidentiality and neutrality at all times.

Operational Requirements:

- Valid class 5 driver's license.
- Ability to work outdoors and in inclement weather (project site visitation / supervision).
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful completion of secondary school education or trades program alternatives, or an acceptable combination of education, training, and experience.
- Degree equivalency includes 3-5 years experiences in either; providing management or project management services in at least one of the following: public works, road maintenance, residential or commercial construction, asset operation and maintenance, or any other infrastructure related projects.
- Experience working safely in or around the vicinity of dangerous construction techniques or heavy equipment.
- Demonstrated proficiency in technology and computers using various software applications, Microsoft Office (Word, Excel, Outlook, Teams, Power Point, etc.), database management, mapping, or design software.
- Excellent oral and written communication and presentation skills.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail attention: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Capital Projects Lead Job Posting. Closing date for this position is July 5, 2022, at 4:00 p.m.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. Iisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- Iisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other