



## JOB DESCRIPTION

<b>Position Title:</b>	<b>Project Manager</b>	<b>Department:</b>	Lands and Capital
<b>FTE/STATUS:</b>	Full-Time, Permanent	<b>Salary Range:</b>	Dependent upon Education and Experience
<b>Office Hours:</b>	Mon.-Fri., 8:30am - 4:30pm	<b>Effective Date:</b>	

### Position Summary:

Reporting to the Director, Lands and Capital, the Project Manager (PM) is responsible for overseeing land development construction projects. Key responsibilities include managing all aspects of site preparation works, management of the offsite municipal servicing contracts and any onsite works, as directed. Providing support and guidance to the team in due diligence for new site acquisitions; servicing and site work budgeting; value engineering; and construction management for site preparation and offsite servicing projects are critical aspects of this role.

The Project Manager is responsible for understanding the project deliverables and translating them into plans and timelines for different individuals and groups involved in the project to make sure it remains on track. It is the PM's responsibility to ensure that the Project Team knows, understands and is engaged with the goals of the project and the roles and responsibilities of all parties involved with the project.

### Required Qualifications / Education / Experience / Skills:

- Minimum of 5 years' experience in Project Management in relevant fields - Municipal Engineering, or Development Management.
- Experience in pre-development/pre-construction, project management, estimating, budgeting, cost analysis, value engineering, cost control, contract administration, and scheduling.
- Bachelor's degree in construction management or related field (preferred) plus proven experience in construction project management
- Proficient in reading and interpreting blueprints and construction drawings
- Solid analytical skills to estimate cost-effectiveness while resolving issues arising during the project's lifetime.
- Ability to balance competing priorities, multitask, and to work under pressure.
- Excellent listening, verbal and written communication skills, combined with proven presentation experience to Management.
- Ability to foster excellent collaboration within the overall project team.
- Capacity to identify, mitigate, and manage project risks across multiple projects concurrently.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Advanced computer skills, including intermediate to advanced knowledge of MS Office Suite and Excel.
- Familiarity with contract and subcontract terms.
- Experience managing earthworks construction projects including site filling, preloading, large yard construction, road building etc.
- Experience in working with municipal departments to acquire permits.
- Knowledge, understanding of and capability to interpret Municipal Bylaws and servicing requirements and standards.
- Cheam Laws knowledge is considered an asset.
- Experience with on and offsite servicing, land due diligence review, and managing tasks on multiple, concurrent projects.
- Self-motivator and takes on new initiatives.
- A track record of establishing highly functional relationships with diverse personalities both within and outside the company.
- Facilitate an environment of high performance. Mentor and support the development of self and the project team members.
- Ability to work in a team geared, cultural and politically sensitive environment.
- Direct experience working with First Nations government is considered an asset.

- Experience working with First Nations community is considered an asset.
- Ability to maintain confidentiality and abide by Cheam First Nations' Policies and Procedures.
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset.
- Understanding of the Contaminated Site Regulations is considered an asset.
- Understanding of fish habitat regulations and the Riparian Area Regulations is considered an asset.
- Understanding of development of legal documents, such as rights of way, easements and restrictive covenants is considered an asset.
- Satisfactory Criminal Record Check.

### **Duties and Responsibilities:**

- Creating work plans, , engaging the necessary personnel, and assigning the right duties to the right people.
- Coordinating tasks by different people on different sites to ensure uniformity upon project completion.
- Ensuring timely completion of projects.
- Working within the budget by adequately estimating the costs and cutting unnecessary expenses.
- Procuring and allocating resources to ensure there is no shortage while avoiding any unnecessary delays caused by management decisions.
- Managing both internal and external risks within the project's lifetime, such as poor planning designs, and government policies, which directly or indirectly affect the project.
- Reviewing land due diligence packages, including geotechnical and environmental reports and assisting in creating site preparation budgets. Participating in design meetings to analyze development plans and specifications for coordination, constructability, value engineering, and completeness.
- Coordinating with pre-construction and design to generate final lot and building layouts and develop site preparation and servicing concepts.
- Preparing final site preparation and offsite servicing estimates and determining the method to deliver the scopes of work (schedule, contract types, etc.).
- Managing the construction permit process (ESC, Soil Deposit, Hwy Use, Clearing, Demolition, etc.).
- Managing the consultants' work and contracts for construction services.
- Tendering, awarding, and managing all contractors for site preparation and offsite servicing projects.
- Coordinating all site-construction activities including safety, planning, scheduling, administration of contracts, supervising, resolving, and reporting on projects.
- Managing post construction documentation processes (as-builts/CCC/FAC etc.).
- Managing security deposits and reductions through to maintenance and completion.
- Ensuring timely completion of all shop drawings and approvals.
- Preparing cost to complete, cash flows and internal project reporting.
- 
- Ensuring quality, safety, legislation and industry standards are met or exceeded.
- Establishing and maintaining relationships with consultants, contractors, and suppliers to ensure CFN is obtaining high quality workmanship for the best market prices.

### Oversight of Public Works and Housing Department Functions:

- Responsible for the overall coordination of Lands, Public Works, Housing and Capital Project activities.
- Oversight of Public Works and Housing: short and long-term planning, strategic and operational planning needs, and budget review. Ensuring that these departments are piggy-backing off each other's programs and services, whilst ensuring no duplication of services or activities and that departments are running in conjunction with each other for cost effectiveness.
- Oversight of Public Works and Housing Capital Assets Management Programs, inventory controls, etc.
- Public Works and Housing Managers will be responsible for annual workplans, budgets, and handling all day-to-day operations and staff supervision.
- Ensure that both Public Works and Housing departments follow internal Lands administration processes, when required.

Staff Supervision Functions:

- Responsible for the overall supervision of all staff and sub-contractors working for Cheam Band, under Lands and Capital Projects.
- Supervise, manage, mentor/coach/train and evaluate lands department personnel, Public Works and Housing Managers.
- Develop and implement standards of performance for all subordinate staff.
- Ensure Lands job descriptions are complete, accurate and current.
- Assist in the recruitment and selection of all Lands staff.
- Provide effective orientation, mentorship and training to new and previous staff. Ensure that staff members have the information, training, resources and equipment to perform their jobs effectively.
- Ensure that staff work priorities support the department's annual work plan.
- Complete supervision and provide staff with annual evaluations through Cheam's Performance Evaluation process. Provide staff with meaningful and timely performance feedback through verbal and written evaluations on a regular basis.
- Utilize performance management measures when and where required.
- Identify gaps in manpower, training, skills and abilities and work to strategize solutions for deficiencies.
- Promote staff accountability, staff morale and workplace safety.
- Conduct regular staff meetings to to define goals and objectives, identify and resolving issues, needs, etc. and improve teamwork and communication.
- Encourage positive morale, creativity and teamwork.
- Participate fully as an active member of the Management Team with respect to department and inter-departmental matters, ie: strategic planning, budgeting, etc

Other:

- May assist other departments with special projects.
- Other duties or responsibilities as approved by the Lands and Capital Director or designate.

**Direct Reports:**

- Allocated Project Team Members (vary from project to project)

**Professional Development:**

Cheam First Nation encourages lifelong learning and supports professional development. Employees are encouraged to discuss professional development opportunities with their immediate supervisor. Further, additional training requirements may be added by supervisors to ensure skills meet the current or expected organizational needs.

**Adjustments to Job Descriptions:**

Cheam retains the right to make necessary adjustments or amendments to job descriptions to meet current or expected business needs provided that the appropriate notice is given. Cheam also retains the right to temporarily reassign employees to another program or department for projects or assignments at any time.

**To apply please send your resume and any supporting documentation to**

**[hrapplcations@cheamband.com](mailto:hrapplcations@cheamband.com)**