

Employment Opportunity

“Capital Construction Manager”

Accountability

The Capital Construction Manager will be accountable to Chief and Council.

Essential Functions and Responsibilities

The essential functions and responsibilities of this position will include, but are not limited to, the following:

1. Assist the Chief and Council in the planning of construction projects and construction schedules.
2. Provide direction for planning, scheduling, and engineering functions, as required.
3. Plan, coordinate, and/or supervise activities of all engineers, contractors, sub-contractors, and personnel on assigned projects to ensure that the project is completed, as per the proposed schedule and scope of work.
4. Oversee entire construction effort to ensure that the project is constructed in accordance with the design, budget, and schedule.
5. Interfacing with client representatives, engineering representatives, subcontractors, security, etc.
6. Review contract drawings and specifications and ensure that the infrastructure is built in accordance with these documents.
7. Submit to the Finance department various purchase and payment requisitions and change requests, including all cumulative changes and credits, etc.,.
8. Process changes received from the Engineers/Architects, including contacting the subcontractor for pricing, checking subcontractor quotations to ensure that they are complete and reasonable, and itemizing changes and presenting them to the Engineers, with confidence that the pricing is in accordance with the changes.

9. Work with the Chief and Council, engineers, and various contractors and sub-contractors in a professional manner and have the ability to communicate effectively the concerns and best interests of the Pabineau First Nation.
10. Encourage a positive working relationship at every worksite.
11. Ensure the accuracy of contractors' and sub-contractors' billings and ensure timely payment of the same.
12. Monitor, in conjunction with the Chief and Council, a project's material and labour costs and ensure accurate quality reporting is being conducted.
13. Read, interpret, analyze, and forecast a project's cost reports and determine the status of the job in terms of schedule and costing.
14. Be aware of unit costs and monitor and compare daily progress on site with that of the project's estimate in conjunction with the Chief and Council and the Finance department.
15. Track and control construction costs against the project budget to avoid cost overruns.
16. Conduct project meetings, weekly, bi-weekly or monthly, as needed.
17. Coordinate, manage, and communicate with all contractors and sub-contractors and effectively deal with problems such as delivery, labour, schedule and payment disputes.
18. Prepare Project Manager Reports accurately and timely for submission to the Finance department.
19. Perform additional assignments, as per the direction of the Chief and Council.

Education, Skills, Knowledge, Qualifications, and Experience Required

The Applicant must:

1. Have professional verbal and written communication skills.
2. Be knowledgeable and experienced in the construction, design, finance, and management of capital projects.
3. Have the ability to read, interpret, analyze and forecast a project's cost reports and determine the status of the job in terms of schedule and costing.
4. Have the ability to apply innovative and effective management techniques to maximize employee performance.

5. Have an understanding of corporate and industry practices, processes, standards, etc., and their impact on project activities.
 6. Have superior communication and interpersonal skills (tact, diplomacy, influence, etc.).
 7. Be proficient in the use of computers and miscellaneous software applications (e.g., Microsoft Office, internet, email, etc.,).
 8. Have confidence in his or her abilities and a proven track record.
 9. Have completed Grade 12. Preferential consideration will be given to applicants who have obtained appropriate Post-Secondary Education certificates, diplomas, or degrees.
 10. Be able to direct personal work efforts towards team success, accept and act upon team decisions, while achieving the required quality and quantity of work without prompting.
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Volunteering:

The Chief and Council are looking for a person who will “volunteer” to participate in after-hour activities to help the community grow. The successful candidate will work at the Pabineau Community Center 6 hours per day/30 hours per week (which is less than a typical work 37-40 hour work week).

Probation

As the Chief and Council will require that the duties and responsibilities outlined above are met in a professional manner, the successful candidate will be required to serve a 6-month monitored probationary period upon employment.

Note: This position is open to registered members of the Pabineau First Nation.

Location: Pabineau First Nation, New Brunswick

Wage: To be discussed during interviews

If you are interested in this employment opportunity, please submit your resume, cover letter, and references to the Chief and Council.

Attention: Chief and Council
Pabineau First Nation
1290 Pabineau Falls Road
Pabineau First Nation, N.B., E2A 7M3

Deadline: May 28, 2009 at 4:00pm. Interviews will be scheduled for the following day, May 29th, 2009, at the Pabineau Community Center.

No applications will be accepted beyond the closing deadline.