



## Employment Opportunity

<b>Position Title:</b>	General Manager	<b>Classification:</b>	Grid Level 14
<b>Department:</b>	Westhills Aggregates LP	<b>Type:</b>	
<b>Status:</b>	Permanent Full Time	<b>Responsible To:</b>	K'uL Group CEO
<b>Location:</b>	Westhills Facilities		
<b>Deadline:</b>	March 22, 2019 by 4pm		

### Job Summary:

K'uL Group (K'uL) was formed to foster the development of a sustainable economy for the Penticton Indian Band. K'uL Group is the "for profit" business investment and development division of the Penticton Indian Band and is the umbrella organization that holds the corporate business investments; it is responsible for the overall management of the band's business portfolio.

Incorporated in 2007, K'uL Group now oversees three limited partnerships: Westhills Aggregate LP (WHA), Coyote Cruises LP and Sn'pink'tn Forestry LP. With a focus on profits and business sustainability, the results ultimately lead to successful job creation, training opportunities and wealth generation for the Penticton Indian Band.

Established in 1992, Westhills Aggregates specializes in construction sand and gravel services, with an emphasis on – and a complete selection of – crushing (cracked rocks) and screening (naturally round rocks) construction aggregate.

In addition to trucking and delivering construction products for customers, Westhills Aggregates also employs excavation equipment that allows for both small and large construction jobs, including road maintenance, site preparation, excavation, snow removal and plowing, water line installations and septic system installations.

The General Manager (GM) reports to the K'uL Group Chief Executive Officer (CEO) and is responsible for leading, planning, managing and implementing WHA operations within K'uL Group' strategic economic development plans, business plans, policies and procedures. Responsibilities include contractor, office and operator staff supervision, budgeting, operations planning, permitting, community relations, etc. The GM will provide for an effective teamwork environment with existing WHA staff utilizing strategic leadership skills to achieve the economic development goals and financial objectives for WHA. The GM works with the CEO to establish short and long-term strategic planning and to conduct quality assurance reviews identifying areas for improved business practice.

### Core Competencies:

#### a. General Management Skills

- Direct, supervise and evaluate the performance of personnel to met business goals;
- Build, adjust and manage budgets within policy and to meet business needs;



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- Develop and manage policy development and delivery;
- Strong decision-making, conflict resolution and problem-solving skills;
- Manage stress effectively;
- Excellent organizational and time management skills;
- Knowledge of applicable legislation;
- Develop and maintain all safety requirements maintaining environmental issues.

### **b. Business and Economic Development Knowledge and Skills**

- Monitor and understand key trends in the business realities of WHA and surrounding region including trends that will affect stability;
- Strategic thinking and planning aimed at identifying business development opportunities ensuring WHA has a solid strategic plan to achieve its mission and against which consistent and timely progress is measured;
- Establish and maintain strategic partnerships aimed at meeting WHA goals;
- Undertake and manage the full business development process – opportunity identification, feasibility and operational planning and financial implications;
- Financial analysis related to business development planning and business management;
- Prepare professional documents relevant to all aspects of WHA business development and management process;
- Understanding of the regulatory and legislative context within which WHA operates;
- Develop negotiation strategies focused on building business partnership;
- Reporting regularly to K'uL Group regarding WHA activities in preparation for high level decisions required to support WHA.

### **c. Interpersonal Skills**

- Excellent professional, mature communication skills including oral and written and in an on-line environment;
- Ability to listen, motivate and support others to work effectively in a team environment;
- Discretion, tact, compassion, respect and good judgment;
- Ability to resolve conflicts, develop strong teams and foster unity;
- Ability to work effectively as part of a senior management team;
- Ability to establish and maintain professional working relationships with PIB and K'uL Group staff and members, general public, external business and government professionals;
- Ability to work flexible hours;
- Ability to maintain confidentiality.

### **Duties/Responsibilities:**

- Reports regularly to K'uL Group CEO on operations, including progress reporting on strategic and annual plans, financial performance against approved budgets;
- Supervises and provides direction to all WHA staff both operations and office minimizing overtime, efficient leave management, etc.;
- Work with K'uL Group CEO to establish business plans, objectives and priorities, evaluating WHA performance and addressing concerns and issues;



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- Develop a continuous improvement environment to improve the operation;
- Works with the PIB Director Human Resources on all WHA human resource services including playing a central role in the recruitment, screening and selection of all staff ensuring fair and transparent hiring practices and application of approved personnel policies;
- Plans and reviews, in conjunction with K'uL Group CEO on annual budget forecasts, work plan financing, monthly financial statements, quarterly reviews of progress against annual plans and audits;
- Develops, monitors and controls WHA costs and budget, including authorization of expenditures as required;
- Maintain equipment through effective and efficient operations coordination and scheduling;
- Maintain purchasing of operational and routine materials;
- Maintains operational compliance with zoning and related permits;

### Accountability:

The decisions and direction provided by this position have a significant impact on WHA as a whole. Day to day decisions must be made with consideration of all policies and procedures, work plans, budgets, etc. The position is responsible for ensuring direction, goals and objectives are met through effective supervision and leadership. Poorly – or ill informed – thought-out decisions or recommendations can impact WHA's ability to effectively manage operations impacting financial stability and external business potential and growth.

### Relationships:

The GM plays a key role in the business strength of WHA. The role will work with the K'uL Group CEO to strategize business development and strategic operations planning.

### Decision Making:

The goals and objectives of this position are established by the K'uL Group CEO and Board. The incumbent is expected to work with considerable independence in ensuring the WHA identified direction is achieved. The decisions made by this position impact the way in which WHA is managed, protected and respected. Poor planning or decision-making can result in loss of revenues, credibility and, or, future business opportunities. The position is expected to ensure adherence to the Strategic Plan, operational goals, policies and procedures.

### Qualifications/Requirements:

- A post secondary degree in Science, Civil Engineering or related field combined with strong demonstrated business development and financial management experience at a senior level;  
OR
- Equivalent education and at least 5+years experience will be considered preferably in a First



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Nation territory environment;

- Demonstrated ability to develop profitable business opportunities and agreements;
- Experience conducting negotiations;
- Well developed mathematical skills;
- Excellent team building skill with staff supervision and general management;
- Experience in conflict management, mediation and problem solving;
- Competence in the use of modern technology in an MS Office environment.

### Assets:

- Courses / experience in Public Works.

### Working Conditions:

This position works primarily in an office environment however, will frequently be required to monitor operational sites, travel over the territory for site specific work and business development and to travel by land and occasionally by air. The incumbent is expected to travel as required to effectively carry out the duties of the position. The nature of the position is such that the incumbent will be required to manage emotional and stressful situations involving others. The position will also be required to meet on-going irregular deadlines and may occasionally work evenings and weekends to meet the expectations of the position.

### CONDITIONS OF EMPLOYMENT

- Mandatory confidentiality is a condition of employment for all K'uL Group personnel. Failure to meet this requirement will result in dismissal;
- Criminal Record Check – Vulnerable Services Security Clearance; and
- Valid Class 5 Drivers license with own vehicle and clear abstract.