



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	Director of Infrastructure	Classification:	12	\$48-59 per hour (Based on education & experience)
Department:	Capital, Infrastructure, Housing & Utilities	Type:	Management	
Status:	Full-time; Permanent	Hours of work:	35 hours per week	
Responsible To:	Chief Administrative Officer			
Location:	PIB Administration Offices, 841 Westhills Drive, Penticton, BC, V2A 0E8			
Deadline:	Until closed			

Job Summary:

Reporting to the Chief Administrative Officer the Director of Infrastructure is responsible for the development, operations, maintenance, and administration, of the Penticton Indian Band capital projects and the Penticton Indian Band Utilities Limited Partnership (PIBULP) Development Infrastructure Assets, including but not limited to:

- Sewer and water facilities including all related infrastructure,
- Roads, walkways, trails, drainage facilities and bridges
- Dams, all related infrastructure, and agreements
- Community Parks, Buildings and PIB Housing
- Planning and Management of all Capital Projects and Development Services
- Oversight responsibility on the development of relevant policies, procedures and Bylaws, and their application to operations

Core Competencies:

- Accountability
- Supervision
- Communication
- Critical Thinking
- Strategic Thinking
- Ethics & Integrity
- Decision Making
- Leadership
- Negotiation
- Teamwork
- Civil Engineering
- Knowledge of Issues
- Networking/Relationship Building
- Planning & Organizing
- Risk Management
- Resource & Fiscal Management
- Asset Management

Duties/Responsibilities:

Job Responsibilities and Work Performed:

- Development and refinement of the PIB Utilities Corp, and the Public Works and Development Services division and Capital Projects.
- Development of an appropriate operations and budgeting framework sensitive to the FAL, and Taxation requirements.
- Development of appropriate Housing Strategy and Operational Framework and Support, for the long-term housing needs of PIB

- Delivery of a Community Engagement strategy, ensuring member awareness and long-term Succession planning of the Utilities Corp.
- Manage the operation and maintenance of PIBULP Development infrastructure and services including the delivery of water operator services currently contracted to a private operator.
- Manage the operation and maintenance of the Community Assets & Infrastructure and services currently provided by PIB public works staff.
- Manage and administer all financial responsibilities and obligations to ensure the PIBULP and Community is operating within established financial legislation, terms, and conditions and in accordance with the Finance Administration Law.
- Manage human resources and in accordance with the Finance Administration Law to ensure that all staff can complete assigned tasks and that good morale is maintained
- Provide technical reviews and engineering support to the Approving Officer of all development applications forwarded by the Approving Officer.
- Direct and provide technical support to the Inspector, for all development and building projects being developed on PIB Lands.
- Provide engineering technical assistance when required to the CAO and other PIB departments including Finance, Lands, Housing, Policy and Natural Resources.
- Manage the delivery of all aspects of infrastructure projects, including those assigned to outside consultants from the identification of the scope of the project through to total performance of the construction of the project.
- Manage the delivery of all aspects of infrastructure planning projects including asset management, maintenance management and infrastructure master planning and the preparation of long-term infrastructure capital plans.
- Plan, Deliver and Maintain PIB Housing Assets
- Conduct field investigations when required
- Comply with all safety regulations and procedures
- Liaise with residents, consultants, PIB department contacts, local governments, outside approving authorities as required.
- Other duties and responsibilities as determined by the Finance Administration Law

Accountability

- Ensure Compliance with all internal Band policies and procedures (FAL, Human Resources, Manual, etc.) as well as external governing rules & regulations (ISC, Indian Act, Privacy Act, etc.)
- Strengthen the Community relationship and engagement
- Protect people, community, and resources
- Build Capacity
- Increase resources
- Decrease barriers
- Manage Financial Obligations

Relationships

Internally

- Reports directly to the CAO
- Reporting to Chief and Council as required
- Collaborate with the Director, Human Resources as required
- Reporting to Finance Committee as required
- Collaborates with PIB Administration, Program Directors, and staff
- Reports to and collaborates with Community as required

Externally

- ISC on a project basis
- Other PIB Entities
- External funding agencies on a project basis
- FNHA, City of Penticton, RDOS and consultants

Decision Making

- High degree of trust and confidentiality.
- Detail oriented and accurately processing and prioritizing information.
- This department must exercise objectivity and transparency
- All processes and systems are based on administrative policies and procedures.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- BSc in Engineering from an accredited university in Canada or a Diploma in Civil Engineering Technologist from an accredited Institute of Technology or College in Canada.

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License.
- Project Management Certification
- Registration as a Professional Engineer with Engineers & Geoscientists of British Columbia or Applied Science Technologist with ASTTBC
- Proficiency with computer applications including AutoCAD, Graphic Information Systems, MS Office, and similar software
- Own transportation
- Ability to pass a Criminal Record Check

Specific Job Skills and Levels

- Must possess good interpersonal and communication skills - oral and written
- Ability to maintain positive, professional working relations with staff, community, and the public.
- Conflict resolution and moderation skills.
- Leadership and supervisory skills.
- Financial, human resources and program management
- Property management including maintenance management
- An understanding of relevant legislation, policies, and procedures
- An understanding of the Syilx cultural and political environment would be an asset
- An understanding of the roles and responsibilities of Management
- Cross cultural sensitivity and awareness and either have, or quickly develop, an awareness of the community and local families as well as a local, regional, and territorial awareness
- The ability to quickly develop knowledge of Penticton Indian Band in-house policies, programs and an understanding of the procedures involved with all aspects of tenant relations.
- Financial management, contract management and strategic planning skills

Minimum Level of Experience

- Minimum of ten (10) years of directly related experience in an Engineering and/or Public Works environment.

- Experience in municipal infrastructure design, surveying, tendering, contract documents, contract administration, inspection, quality control, site safety, grant writing, cost estimating, and capital works planning.
- Familiar with the Master Municipal Construction Documents

Personality Traits (Required to be successful in position)

- Approachable & Friendly
- Considerate & Service Oriented
- Honesty and Integrity
- Fair & Consistent
- Demonstrate sound work ethics
- Maintain standards of professional conduct
- Respectful and culturally sensitive to Indigenous issues
- Patient
- Compassionate and Empathetic
- Diplomatic
- Assertive

Assets:

- Proposal writing skills and experience.
- Contract negotiation and development experience.
- GIS certification and/or experience.

Working Conditions:

- Public administration – fast-paced, multidisciplinary environment.
- Busy office setting, interacting with the public at large.
- Constant time pressures to organize and meet deadlines.
- High volume of communication demands (telephone calls and emails).
- Manual dexterity required to use desktop and peripherals.
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding.
- Exposure to stress related to time pressure, multiple demands, and client expectations and interactions, which are occasionally hostile (unsatisfied client/member).
- Occasional travel as required.
- May be required to work, evenings, weekends, and during emergencies as needed.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

Until closed

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca