



## **CREE NATION OF CHISASIBI**

**P.O. Box 150  
Chisasibi, Quebec J0M 1E0  
Tel.: (819) 855-2878 Fax: (819) 855-2875**

## **JOB OPPORTUNITY**

**JOB TITLE: CAPITAL PROJECTS MANAGER**

**LOCATION: CREE NATION OF CHISASIBI – CAPITAL PROJECTS**

**CORE FUNCTION:** Under the authority of the Director General of Operations of the Cree Nation of Chisasibi, the Capital Projects Manager performs professional services in the engineering and architectural field with respect to capital planning, project management of construction projects, including inspections and estimations, etc. The Capital Projects Manager also provides professional, technical and administrative support to the Staff of the CNC in his field of work. The Capital Projects Manger may be required to evaluate space to be charged to all users of Chisasibi Category1A lands according to Users Fees By-law.

### **RESPONSIBILITIES:**

#### **Engineering – Capital Planning**

1. Confer with the Cree Nation of Chisasibi management and the future users of intended project and conduct research to determine project requirements
2. Ensure construction plans and specifications meet requirements
3. Conduct technical analyses of reports from architects, engineers and consultants
4. Prepare contract documents and review and evaluate bids from architects, engineers and consultants
5. Maintain the Cree Nation of Chisasibi's Five Year Capital and Five Year Renovation requirements
6. Represent the Cree Nation of Chisasibi on various files as might be required from time to time
7. Must be able to and feel comfortable giving presentations to the Cree Nation of Chisasibi Staff, Management and Chief and Council



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8. Will have to organize regular construction meetings with contractors
9. Must ensure that all documents pertaining to the projects are all accounted for; for example: contracts between Cree Nation of Chisasibi and Contractor, Purchase Orders and invoices

### **Construction Management**

10. Plan, organize, direct, control and evaluate construction projects from start to finish according to schedule, specification and budget
11. Plan and prepare construction schedules and milestones and monitor progress according to schedules
12. Prepare contracts and negotiate revisions, changes and addition to contractors and suppliers
13. Develop and implement a quality control program
14. Prepare progress reports and/or issue schedules to Cree Nation of Chisasibi's management and recommend payments for work completed
15. Supervise architects, engineers, consultants and contractors involved in the project(s)

### **Construction Inspection and final acceptance**

16. Examine plans, drawings, and site layouts for new buildings, building renovations, housing, renovations and other type of engineering construction
17. Inspect construction of new buildings, building renovations, housing renovation, and other types of engineering construction for conformance to drawings, specifications, building codes or other applicable ordinances in collaboration with the housing inspector
18. Inspect construction sites to ensure that safe working conditions are maintained
19. Inspect existing buildings, housing and other types of engineering construction to identify and report on maintenance and renovation requirements including safety and security corrective measures
20. Perform inspection and recommend acceptance of all capital projects both building and civil projects



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21. Make sure as-built plans and other related documentation are transferred to Cree Nation of Chisasibi
22. Make sure new buildings and other capital projects are properly registered and insured

### **Construction Estimation**

23. Prepare estimates of material, labour and equipment for construction projects based on cost data manual, previous contracts contract bids, quotation, schematic drawing and specifications
24. Advise on tendering procedures, examine and analyze tender, recommend tender awards and conduct negotiations under the Director General of Operations' authority
25. Establish and maintain tendering process and set up cost monitoring and reporting systems and procedures
26. Prepare cost and expenditure statements and forecasts at regular intervals for the duration of projects
27. Prepare and maintain a directory of architects, engineers, consultants, suppliers and contractors
28. Liaise, consult and communicate with Cree Nation of Chisasibi's management, engineers, architects, consultants and contractors, and prepare economic feasibility studies on changes and adjustments to cost estimate
29. Prepare and perform all other professional services as mandated by the Director General of Operations, from time to time

### **EDUCATION & EXPERIENCE REQUIREMENTS:**

- Bachelor degree in civil engineering or the equivalent
- Minimum of 5 years of experience in the construction industry or the equivalent
- Communication skills verbal and written (English, Cree and French an asset)
- Knowledge and experience of computer programs such as Excel, Word and Autocad
- Must be priority-minded, have the ability to problem solve and take the initiative
- Ability to work in a team
- Must be able to work evenings and weekends



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### **EMPLOYMENT CONDITIONS:**

- Permanent full-time
- Must have valid driver's license
- Fringe benefits
- Expected to start as soon as possible
- Annual Salary Range: Minimum \$60,000 - Maximum \$85,000

**For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.**

**Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.**

**Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:**

Barbara Spencer  
Director of Human Resources  
Cree Nation of Chisasibi  
P.O. Box 150  
Chisasibi, Que.  
J0M 1E0

Or via email to: [jobposting@chisasibi.ca](mailto:jobposting@chisasibi.ca)

**Posting Date: March 19, 2024**  
**End of Posting: April 5, 2024**

**\*APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM\***