



32 Machishteweyaau Street
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Capital Projects Manager
Location: 32 Machishteweyaau Trail, Nemaska, Quebec, J0Y 3B0
Salary: (\$63,322 min. - \$94,984 max.) plus northern allowance
Closing Date: January 30, 2025
Employment Status: Permanent, subject to 3-month probation

Summary of Position:

Under the supervision of the Director General, the Capital Projects Manager is responsible for the management of capital projects being undertaken for the Cree Nation of Nemaska, in order to build, grow, and sustain the municipal infrastructure required to support the long-term growth of the community.

Duties and Responsibilities:

Functional responsibilities:

- Assist the Cree Nation of Nemaska with the identification of priorities and with the development of short, medium and long-term operational plans for capital projects including new buildings, infrastructures, and environmental improvements.
- Conduct internal and community needs assessments to set priorities for capital projects.
- Make recommendations to the Director General or Senior Project Manager and Advisor.
- Develop the project plan (timelines, steps, stakeholders, etc) and allocate resources (budget, people, time).
- Determine project control and develop alternative plans if necessary.
- Collect and compile information from architects, engineers and CNN appropriate Directors in order to define project requirements.
- Develop and collect documentation related to capital projects, including requests for proposals, contract documents, and legal notices.
- Monitor expenditures for each project, implement control procedures, and take necessary actions to ensure each project is completed within the allocated budget and timeline.

External liaison responsibilities:

- Develop and maintain good relations with partners (contractors, consultants, others).
- Perform any other duties as required by the Director General.

Financial Responsibilities:

- Review invoices from contractors upon completion of work and forward to the Director General for approval as necessary.
- Monitor all transactions, expenses, invoices, and payments for material, equipment, and contractors.
- Ensure that all recorded transactions are in compliance with official financial processes and procedures (e.g., original invoices, delivery of the right products).

Reporting responsibilities:

- Prepare status reports on projects for the Director General and Executive Committee.
- Prepare and submit all necessary status and final reports, including financial reports, required by funding authorities.
- Maintain related records.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- College degree in civil engineering, project management or business administration. A bachelor's degree in civil engineering is preferred, however, a combination equivalent to education and experience that provides the required knowledge and skills will be considered

Experience:

- Minimum of 2 to 3 years' experience in a project management role.

Languages:

- Spoken fluency in Cree and English.
- Written fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities:

- Knowledge of the construction industry (building, infrastructures).
- Knowledge of environmental impact projects is an asset.
- Must possess planning, organization and coordination skills, as well as the ability to multi-task.
- Proven oral and written communication skills, including the ability to facilitate effectively.
- Must have the ability to write reports and business correspondence.
- Proven ability to develop budgets, and conduct costs analyses.
- Must have good risk assessment skills and proven ability to demonstrate strong judgement in complex situations.
- Must be solution-oriented and be able to work autonomously.
- Must be detail-oriented and have accuracy in the maintenance, organization and presentation of information.
- Must have proven understanding of the significance of the Cree culture and have the ability to work effectively in a cross-culture environment.
- Demonstrated ability to work under pressure and adapt to changing environment.
- Proven ability to be discreet and maintain confidentiality.
- Experience of PowerPoint, Microsoft Outlook, Word and Excel.

Additional requirements :

- Willingness to work in both an office setting where there are no unusual physical demands and outside, where there is exposition to weather extremes, loud noise, moving mechanical parts, and uneven terrain.
- Willingness to travel occasionally.
- Must be comfortable working outdoors.
- Must work according to regulatory standards.
- Must have a valid driver's license.

Working Environments:

The Capital Projects Manager works from an office at the Administration Building and is responsible for working from 9:00 a.m. to 5:00 p.m. with one hour off for lunch. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends.

Information to be provided:

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications.

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
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J0Y 3B0

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