



Ne'rahten Development Ltd.

Job Description

Construction Manager

Fort Good Hope, NWT

Ne'Rahten Development Ltd. (NDL) is a business arm of the Yamoga Land Corporation (YLC), an organization created from the Sahtú Dene and Metis Comprehensive Land Claim Agreement. NDL is a community run business mandated to not only generate revenue but also to create economic and employment opportunities for Sahtú Beneficiaries. In 2016, YCL Board of Directors incorporated a non-profit society – the K'asho Got'jñę Housing Society (KGHS) – to address housing and homelessness issues in Fort Good Hope.

NDL is currently focussed on strengthening and expanding its capacity to undertake construction projects, including new builds, and repair and maintenance. Currently, NDL maintains a portfolio of rental homes and institutional buildings that it rents out. In the near future, (2021 and beyond) NDL expects to take on several contracts from the K'asho Got'jñę Housing Society to repair residential homes and to project manage new residential builds. NDL is also working to increase its competitiveness so as to be able to bid on NWT Housing Corporation (NWT HC) projects and, with time, bid on projects beyond Fort Good Hope.

In anticipation of this work, NDL is preparing to support a full-time staff contingent of at least one Construction Manager, supervising at least three additional staff. The goal is that at least two of these staff will be completing apprentice programs towards certifications. Ultimately, NDL aims to build capacity among Fort Good Hope residents so that in the future, a local resident may take on the role of Construction Manager in the community; the successful candidate will play a mentoring role with apprentices and local residents to build this community capacity.

POSITION SUMMARY

Ne'Rahten Development Ltd. (NDL) is seeking a Construction Manager to lead NDL construction and repair projects. The position will be based at the NDL office in Fort Good Hope, NWT. The successful candidate must be a skilled builder and demonstrate at least three years of experience with managing a variety of construction projects, and managing and mentoring staff. The successful candidate will possess strong project management skills and technical skills, likely gained through completion of a designated trade.

The successful candidate will be hired as an employee of NDL, report to the NDL Business Manager, and will have responsibility for a variety of construction projects including repairs, maintenance, and new builds.

DUTIES AND RESPONSIBILITIES

Fort Good Hope is a largely indigenous (pop. approx. 600), remote community in the Sahtú region of NWT. The only all-season transportation to the community is by air with a winter road open typically from January to March and a barge that usually brings freight twice each summer; for this reason, the role of the Construction Manager will include unique responsibilities for working in a remote northern context.

Project Management and Construction

- Lead and/or perform a detailed repair, maintenance, and renovation assessments on privately owned homes in the community, including assessing opportunities for energy retrofits and repairs related to climate change
- Identify efficiencies by building partnerships and sequencing project timelines so as to share subcontractor time and cost when coming from outside Fort Good Hope
- Collaborate with KGHS staff to prioritise home repair work based on cost, need, ability of the homeowner to pay, and availability of funding to subsidize the work
- Plan, organize, direct, control and evaluate construction projects from start to finish according to schedule, specifications and budget
- Monitor progress against established schedules and milestones
- Prepare or review supplier, contractor and client contracts recommending revisions to ensure contract feasibility and clarity
- Develop and implement quality control programs
- Prepare progress reports and issue progress schedules to clients, such as KGHS, private homeowners, YLC, NWTHC or other private or public entities
- Direct the purchase of building materials
- Plan and organize purchase and transportation of construction material so as to transport them on the winter road or barge
- Hire and supervise the activities of subordinate staff
- Retain and oversee the activities of subcontractors
- Develop and implement appropriate safety and emergency response procedures, including meeting WSCC and NWT Occupational Health and Safety requirements

Business Development

- Prepare and submit construction project labour and material cost estimates, scope of works and cost of proposals to bid on work to the NDL Business Manager
- Evaluate construction project opportunities and recommend schedules and delivery methods
- Develop agreements with suppliers to source necessary materials at competitive prices
- Over time, expand to identify and pursue regional and territorial opportunities

Supervision and Staff Management

- Manage subcontractor and subordinate staff time efficiently to maximise progress on multiple projects in short periods of time to reduce subcontractor travel to and from the community
- Mentor apprentices and manage Apprenticeship Contracts and Record Books to ensure apprentices are progressing through training programs
- Liaise with existing and potential partners (such as but not limited to the NWT Housing Corporation) to contract NDL staff out on other projects in order to facilitate the diverse hours needed for staff to complete their apprentice programs
- Ensure that all staff are abiding by all safety protocols and wearing appropriate PPE at all times.
- Provide training on home maintenance and repair skills to residents and staff

Administration

- Assist with proposals for project funding and required reporting
- Plan and implement projects within specific project budgets
- Manage multiple contracts in an organized and efficient manner
- Be aware of pertinent funding agreements and work within funding budgets, as applicable
- Lead constructions contract negotiations and administration
- Organise travel, room and board for subcontractors
- Allocate and file expenses, ensuring that appropriate expenses (materials and service fees) are billed to the correct project
- Other administrative duties as needed

QUALIFICATIONS

Education and Experience:

- Education: Ideally, the candidate will possess a designated trade certification and/or a diploma or Bachelor's Degree in one or more of the following fields: Building Sciences, Construction Management, Construction Technology or Architectural Technologist. Other combined education and experience will be considered.
- At least five years (post education) experience in residential construction or similar field, with at least three years of construction project management experience.
- Project Management Professional (PMP) designation will be considered an asset
- Completion of Occupational Health and Safety courses will be considered an asset
- Experience managing staff and training apprentices. Experience with the NWT *Apprenticeship, Trades and Occupation Certification (AOC) Program* considered an asset

Knowledge, Skills and Abilities

- Problem solve effectively, with strong analytical and numeracy skills
- Possess strong computer skills including MS Office (Excel, Word, PowerPoint, etc.) and project management software

- Experience and knowledge of the following construction components:
 - Building envelope
 - Residential mechanical and electrical systems
 - Carpentry and wood frame construction
 - Log construction
- Knowledge and experience with terms of conditions of construction contracts and construction law
- Ability to read and follow architectural and engineering drawings
- Familiar with Occupational Health and Safety and the roles and responsibilities of supervisors

Character requirements

Fort Good Hope is a largely Dene community and the Construction Manager will be hired in part to mentor and nurture local workers. The successful candidate will demonstrate an understanding of Indigenous histories and NWT communities. The successful candidate will:

- Have experience working with Indigenous communities, Indigenous peoples and/or in cross cultural-environments
- Demonstrate an ability to encourage apprentices and act as a role model for staff
- Demonstrate dedication to the position and demonstrate commitment to improving housing outcomes for the community
- Work independently and as a member of a team
- Be reliable and self-starting
- Possess negotiation & conflict resolution skills
- Possess proven experience in identifying and managing risk
- Communicate effectively (verbal and written)
- Demonstrate strong organizational skills
- Have a positive, non-judgemental attitude
- Be willing to participate in inter-personal and cultural training and training in trauma-informed approaches
- Able and willing to relocate to Fort Good Hope, NWT.

WORKING CONDITIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position involves work at construction sites where duties will be performed both indoors and outdoors.
- Overtime may be required to meet project deadlines
- Dexterity of hands and fingers to operate construction tools, a computer keyboard, mouse and other business machines
- While performing the duties of this Job, the employee is regularly required to stand and walk;
- Use hands to finger, handle, or feel;

- Reach with hands and arms;
- Climb or balance; stoop, kneel, crouch, or crawl
- Talk and hear
- The employee is often required to sit.
- The employee must occasionally lift and/or move up to 50 pounds.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to cold, wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The employee is occasionally exposed to toxic or caustic chemicals; risk of electrical shock and risk of vibration. The noise level in the work environment is often loud.

Sensory Demands

Many of the tools and light equipment require significant focus and concentration when being used. If not handled properly, these tools and equipment can cause injury. Concentration and focus are required.

Mental Demands

Workloads and tight timeframes can contribute to the stress of the job. In addition, contact with members of the public can also contribute to workplace stress. The Construction Manager will be required to make quick decisions, consult with residents, clients and staff and respond to subcontractor concerns. Training and mentoring staff may also lead to workplace stress.

LOCAL HIRING POLICY

If listed criteria can be met, preference will be given to Sahtú Beneficiaries firstly, residents of the Sahtú secondly, and to residents of the NWT and or Indigenous applicants thirdly.

SALARY AND SCHEDULE

Salary will depend on experience and qualifications, but an annual range will fall between \$120,000 and \$150,000. Moving and housing costs can be discussed.

APPLICATION PROCESS

Eligible applicants are asked to submit a résumé and cover letter outlining their interest and relevant experience to Jennifer Luckay by email: jen@planitnorth.ca

Candidates who are short listed for an interview will be asked to submit a satisfactory vulnerable sector Criminal Records check (current within the last 6 months).

The position will remain open until filled by the right applicant.