



HFN GROUP OF BUSINESSES

4576 Adelaide St, Port Alberni BC V9Y 6N3 ph. 778-421-2663 fax 778-421-2664

Lands LP – Infrastructure Manager (Full Time)

Position: The HFN Group of Businesses (HGB) has a full-time position available for an Infrastructure Manager.

Reporting to the CEO, the Infrastructure Manager is responsible for overseeing and managing the maintenance of all HGB infrastructure including buildings, related systems and equipment. The Manager is responsive to emerging needs, necessary repairs/upgrades and ensures that all infrastructure meets the required standards. Responsibilities include the development and administration of preventative maintenance programs and inspections of roofing, HVAC, plumbing, electrical and building systems.

The Manager is responsible for new infrastructure development including overseeing and managing capital contracts.

The Manager manages all HGB leased properties and the leasing process including tenant screening, negotiating lease agreements, communicating with tenants, documenting and addressing issues and holding tenants accountable.

The Manager utilizes strong interpersonal skills to collaborate with the Business Managers to ensure effective planning and safe, competent operation and maintenance of all facilities, systems and equipment.

The Infrastructure Manager leads by example and fosters Huu-ay-aht First Nations Core Principles *Piisaak* - Greater Respect, *?uu?atuk* - Taking Care Of, and *Hišuk ma cawak* - Everything is One.

Location: Infrastructure is located in Bamfield, B.C.

Open to: All qualified applicants with preference given to Huu-ay-aht citizens.

Job Requirements:

- Knowledge of Huu-ay-aht First Nations goals and aspirations.
- Knowledge of the unique challenges facing 'remote communities'.
- Current BC Driver's license.
- Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:
 - A minimum of 4-5 years of building maintenance experience involving repair, alteration, maintenance, construction, and operation of facilities including supervisory experience.
 - Equivalent to two years of college or trade apprenticeship plus verifiable experience.
 - Journeyman status in an accredited building trade or mechanical maintenance training program with specialized course work or experience in construction, electrical, plumbing, planning, building systems, building maintenance, or related fields would be considered an

asset.

- Valid Driver's license.
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook)
- Thorough knowledge of pertinent legislation and regulations affecting building and facilities maintenance and construction and leasing/tenancy arrangements.
- Experience in contract administration.
- Proven ability to work independently managing day-to-day operations and developing and executing long term operational plans.
- Ability to read and understand building mechanical, electrical, and plumbing systems blueprints and diagrams, security and surveillance systems, and hardware.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend and implement an effective course of action
- Successful background checks, including police record check, employment verification, reference checks, and education/credential verification.

Candidates:

We are looking for you, if you are:

- self-motivated
- dependable, calm, optimistic and lead by example.
- able to multitask and prioritize multiple tasks and projects
- excited by the lifestyle opportunities of living in Bamfield and becoming an integral part of the community
- a people person who enjoys being part of a team that is dedicated to realizing the vision for a flourishing Huu-ay-aht economy.

Working Conditions

- Become an integral part of the Bamfield community.
- Prepared to work flexible hours including nights, weekends and holidays whenever necessary due to breakdowns and other emergency issues.
- Required to travel, a valid driver's license is a must
- Work is performed in indoor and outdoor settings.

Compensation package will be based on the successful candidate's experience and recognized value to the organization. Salary range: \$70,000 - \$85,000 (a bonus system is under development).

Application Details:

Interested applicants should submit a resume and cover letter highlighting the skills and experience you would bring to this position and the reason for your interest to hradvisor@huyuayaht.com

Full job description available at: <https://hfnogroup.ca/careers/>

Closing Date: Resumes received by 4:00 pm on Friday, March 28 will be considered.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.