



## Penticton Indian Band

841 Westhills Drive  
Penticton, British Columbia V2A 0E8

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

August 9, 2024

### Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Capital Planning and Asset Management Coordinator</b>	<b>Classification:</b>	\$37.50 – 52.00 per hour (Based on education & experience)
<b>Department:</b>	Infrastructure	<b>Type:</b>	PD - CPAMC
<b>Status:</b>	Full-time; Permanent	<b>Working Hours:</b>	35 hours per week
<b>Responsible To:</b>	Director of Infrastructure		
<b>Location:</b>	PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 0E8		
<b>Deadline:</b>	<b>August 30<sup>th</sup>, 2024</b>		

#### Job Summary:

Reporting to the Director of Infrastructure, the Capital Planning and Asset Management Coordinator is responsible for coordinating a variety of Penticton Indian Band infrastructure projects and strategic initiatives. Working closely with finance, engineering, housing, planning, public works, and utilities teams, this position is responsible for both the long-term capital planning for infrastructure needs, as well as the ongoing lifecycle management of Penticton Indian Band assets. The Capital Planning and Asset Management Coordinator requires strong communication skills both internally and externally, a financial background, a technical knowledge base, and an understanding of the role and responsibility of public infrastructure.

#### Core Competencies:

- Accountability
- Communication
- Critical Thinking
- Strategic Thinking
- Ethics & Integrity
- Decision Making
- Teamwork
- Detail oriented
- Networking/Relationship Building
- Planning & Organizing
- Risk Management
- Resource & Fiscal Management
- Research and Analysis

#### Duties/Responsibilities:

##### Job Responsibilities and Work Performed

- Coordinate with each Department within Infrastructure to develop capital project budgets within their overall annual budget.
- Coordinate and track the quarterly reviews of capital project budgets for each department within Infrastructure.

- Oversee and provide technical expertise for a wide range of infrastructure projects and strategic initiatives related to but not limited to, transportation, utilities, water supply, parks, building maintenance and implementation of strategic Council priorities.
- Prepare and assist with Indigenous Services Canada Capital Funding Infrastructure Applications for Feasibility, Design, and Construction.
- In collaboration with Infrastructure staff and various departments, you will lead the management of feasibility, design, and construction of infrastructure capital projects as assigned.
- Creation of PIB's 10-year Capital Plan for investments in the band's infrastructure and assets.
- Identify and plan for long-term funding requirements for implementation of the 10-year capital plan.
- Oversee, manage, and ensure the completion of the Indigenous Services Canada (ISC) Asset Condition Reporting System (ACRS) report which is provided every three years and includes the inspection of infrastructure assets in the categories related to: water; wastewater; roads; bridges; education; community buildings; fire protection; solid waste; and dams.
- Annual updates and submission of PIB's First Nation Infrastructure Investment Plan (FNIIP) to ISC.
- Develop annual strategic priorities for maintenance and capital projects relating to PIB infrastructure using historical, current use, condition, replacement costs, maintenance costs, and other data consistent with asset management principles and best practices.
- In areas of shared infrastructure, develop and maintain strong relationships with City of Penticton, RDOS, MoTI, and Indigenous Services Canada (ISC).
- With support from the GIS Technician, develop and implement an Asset Management System which integrates with PIB's ESRI GIS Enterprise to ensure the longevity of infrastructure.
- Develop and implement the following asset management documents:
  - An Asset Management Policy to outline the principles and mandated requirements for undertaking asset management across the organization;
  - Asset Management Plans for the various asset areas to outline the assets, asset conditions, levels of service, asset and service risks, activities and programs for each service area and resources required to provide a defined level of service; and
  - An Asset Management Strategy, the high-level, long-term approach to asset management, including Asset Management Plans and objectives for managing assets.
- Participate in the development of long-range planning for all PIB infrastructure, including Master Plans for: Water; Transportation; Parks and Trails; Stormwater; and Sanitary Sewer.

### **Accountability**

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

## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

- This is an interdisciplinary position, a combination any one of the following educational backgrounds and relevant work experience will be considered:
  - Diploma – Civil Engineering Technology, registered or eligible for Registration as a Professional in BC with the Applied Science Technologist and Technicians of British Columbia (ASTTBC)
  - Degree in Urban and Regional Planning or equivalent, registered or eligible for membership with the Canadian Institute of Planners (MCIP).
  - Degree in Public Policy and Administration or Economics and Public Policy or equivalent

**Minimum Level of Experience**

- 5 – 8 years of experience in finance or administration roles
- 3 – 5 years of directly related experience in the asset management environment
- Experience in Capital Planning
- Experience in Project Management
- Experience in municipal infrastructure design, surveying, tendering, contract documents (CCDC 2 and MMCD), construction administration, inspection, quality control, site safety, grant writing and cost estimating.
- Local/Indigenous Governance with experience in the asset management discipline

**Assets**

- Project Management (PMP) Certification
- Asset Management Certification
- Experience in the development and implementation of a Capital Plan
- Familiarity with ArcGIS Enterprise (ArcGIS Portal)
- Proposal writing skills and experience

**Other Certification, Licenses, Designations and/or Training**

- Valid Class 5 BC Driver's License and drivers abstract required
- Proficiency with computer applications including AutoCAD, Civil 3D, Graphic Information Systems, MS Office, and similar software
- Own transportation
- Ability to pass a Criminal Record Check

**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, 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.
- Occasional travel as required.
- Overtime may be required.

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

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager**  
**Penticton Indian Band**

**Mail:** 841 Westhills Drive      **Fax:** (250) 493-2882  
Penticton, BC V2A 0E8      **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*