

Kwanlin Dün First Nation

1. Position Title: Capital Contract Supervisor (Lvl 7)
- Department: Community Services
- Supervisor: Manager, Major Capital Projects
- Date: August 2025
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2. Job Summary:

Reporting to the Manager, Major Capital Projects (MCP) and collaborating closely with the Tenant Relations Officer and other department managers, the Contract Coordinator plays a vital role in supporting Capital Projects by developing a variety of contracting documents. This includes preparing detailed scopes of work, budgets, requests for quotations or tenders, and reviewing all incoming bids to ensure compliance with Kwanlin Dün First Nation (KDFN) procurement processes. The Contract Coordinator recommends contractors to the Director for the completion of capital and maintenance work. The incumbent is responsible for ensuring that contractors and third-party contractors adhere to the approved scope of work, complete projects in a timely and cost-effective manner, and deliver quality results. This role includes final inspection and sign-off of completed work to confirm satisfaction with KDFN standards.

In addition, the position involves conducting regular structural inspections of homes and community buildings, reporting findings, and maintaining the physical condition and inventory database with periodic updates and reporting, all in support of ongoing capital project objectives. The Contract Coordinator assists in coordinating and scheduling capital project activities to ensure milestones and deadlines are met, supports the Manager, MCP in monitoring project budgets and expenditures, and provides regular financial reporting to ensure fiscal responsibility. The role facilitates communication between contractors, project managers, tenants, and other stakeholders to ensure smooth project delivery, while identifying potential project risks and proposing mitigation strategies. Furthermore, the Contract Coordinator contributes to the development and continuous improvement of contracting and project management processes and documentation, supports procurement activities by maintaining organized records of contracts, change orders, and correspondence, and participates in site visits and inspections to monitor work quality and adherence to project specifications.

3. Main Duties:

1. **Consultation and Planning:**

Consult and collaborate closely with the Manager, Major Capital Projects (MCP) to prioritize and schedule repair and renovation work on KDFN-owned homes and structures. Assist in determining whether contractors or in-house crews will complete work, and work with the Community Services Management Team. The director will have final decision authority.

2. **Contract and Tender Preparation:**

Prepare and manage contracts, tenders, and bid proposal processes for home repairs. This includes conducting thorough inspections to assess maintenance, repair, and renovation needs; developing detailed scopes of work; preparing budgets; issuing requests for quotations or tenders; reviewing bids for compliance with KDFN procurement policies; and recommending contractors for selection to the Director, bid committee, or designate.

3. Contractor Coordination and Oversight:

Coordinate and manage contractors to ensure compliance with contract terms, safety legislation, and standards of quality. Ensure projects are completed on time and within budget by:

- Communicating scope, progress, delays, and safety issues clearly;
- Confirming contractor completion of Occupational Health & Safety (OHS) orientations and adherence to KDFN OHS policies;
- Facilitating regular communication among staff, tenants, and contractors;
- Conducting quality assurance reviews and providing technical advice;
- Providing clear direction and supervision;
- Scheduling and evaluating contractor performance;
- Holding regular progress and coordination meetings.

4. Contract Administration:

Manage all administrative aspects of contracts, including:

- Authorizing work and purchase orders;
- Modifying contracts as needed;
- Monitoring expenditures to ensure budget compliance;
- Tracking and reporting all contract costs;
- Compiling and submitting required documentation (contracts, change orders, invoices, work orders) to the tenant relations unit for payment processing.

5. Occupational Health & Safety (OHS) Compliance:

Serve as the department's OHS representative to ensure staff, contractors, and third parties comply with all applicable safety regulations and standards, working closely with the KDFN OHS Specialist. Responsibilities include:

- Leading daily safety briefings and attending OHS meetings;
- Promptly reporting safety and maintenance concerns;
- Implementing preventative measures and halting unsafe work as needed (e.g., lockout/tagout procedures);
- Ensuring contractors complete required safety orientations before starting work;
- Taking responsibility for the safety of any in-house crew under direction;
- Maintaining strict adherence to Federal, Territorial, and KDFN OHS regulations and policies.

6. Inspections and Quality Control:

Conduct regular inspections of homes and community buildings to identify repair needs, ensuring compliance with legislated standards. Perform spot inspections and assist with CMHC and City inspections as required.

7. Maintenance Management System:

Collaborate with department managers to implement and maintain a maintenance

management system for housing repairs and renovations. Support the development and execution of renovation plans addressing primary repair needs and ensure the timely completion of annual preventative maintenance tasks.

8. Policy Development and Implementation:

Participate in work teams to develop, review, and implement inter-governmental legislation, policies, standards, and procedures related to asset and property management. Provide input on community services policies and enforce existing policies such as occupational health & safety and housing regulations.

9. Home Inspection Coordination:

Under direction from the Manager, MCP, work with Building Maintenance team leads and the Tenant Relations unit to conduct annual home inspections, document results, and identify and prioritize urgent repair needs.

10. Budget Preparation and Management:

Assist in preparing annual budgets, prioritizing work schedules, and providing options for reallocating contract funds to respond to evolving priorities and operational needs.

11. Reporting and Data Management:

Prepare and submit regular reports, including:

- Annual budgets;
- Activity summaries;
- Quarterly forecasts and results;
- Housing database updates and related reports.

12. Information and Records Management:

Ensure all documentation complies with KDFN legislation and policies regarding information and records management.

13. Community Engagement and Education:

Support the delivery of workshops and presentations to community members and special interest groups focused on home maintenance, homeownership, and related initiatives.

14. Acting Manager Duties:

Serve as Acting Manager, Major Capital Projects during the Manager's absence, ensuring continuity of leadership and project oversight.

15. Additional Duties:

Perform other tasks and responsibilities as assigned within the scope of the position's mandate and expertise.

1. Education and Experience:

- Journeyperson designation OR completion of a diploma in project management, housing maintenance/management or equivalent, combined with considerable years of successful progressive experience in building construction, maintenance or similar, preferably in the north;
- Experience creating & managing contracts
- Experienced in financial and personnel management, preferably supervising contractors;
- Knowledge of and experience in project, property, and asset management or maintenance;
- Experience providing sound technical advice and enforcing safety in the workplace and on job sites;

- Experience utilizing computer systems including Microsoft Word, Excel, and database software;
- Knowledge of and experience working within acts, policies, procedures, and standards (i.e., Finance & Administration Act, applicable Federal/Territorial legislation, the Canada Mortgage and Housing Corporation (CMHC) requirements, building codes, and housing policies);
- Solid oral and written communication skills, including experience writing reports (i.e., daily, monthly, and annual reports on building maintenance and property management activities).

An equivalent combination of post-secondary education and significant experience in the above-noted areas will be equally considered.

Candidates should possess and may be assessed on:

- Knowledge of Kwanlin Dun First Nations community, heritage and culture, family structures and traditions is required for success in this position.
- Knowledge of relevant Federal/Territorial Legislation, Building Codes, Canada Mortgage and Housing Corporation requirements, Yukon Landlord & Tenancy Act, and
- Knowledge and understanding of contracting procedures and contract law

This is not a training and development opportunity.

Management Skills:

- Financial and material management skills
- Personnel management and coordination skills
- Excellent organizational and time-management skills

Technical Skills

- Solid written communication skills, including contract proposal development skills
- Project management and coordination skills, including design and implementation abilities, and coordination of activities and projects with others
- Capacity to handle emergencies and resolve work-related problems
- Requisition: order materials, equipment, supplies
- Strong analytic skills and attention to detail
- Establish and adhere to work and contract procedures
- Ability to operate a computer and relevant computer applications (Microsoft Office), as well as standard office equipment (telephone, fax, photocopier)

Interpersonal Skills:

- Ability to establish and maintain effective working relationships with staff, community members, contractors, and service agencies
- Ability to work with minimal supervision and as a team member
- Good judgment, tact, and courtesy
- Good communication skills, including the ability to mentor staff, write reports, and deal with tenants, citizens, contractors, and consultants
- Negotiating and conflict resolution skills

Other

- Physically fit, able to lift/push/pull up to 50 pounds independently.

2. Key Personal Contacts and Nature of Contacts:

Contact

Manager, Major Capital Projects

Nature of Contact

Immediate supervisor: to receive direction, exchange information, and problem solve; provide progress reports, develop policy, procedures, and plans, and make recommendations

Tenant Relations Manager & unit staff	Daily co-operation and coordination specific to inspections, share and exchange information (i.e., respond to tenant requests, ensure that information which may affect tenants is effectively communicated)
Community Services colleagues (Manager, Capital, Building Maintenance Team Leads & Others)	Exchange information, problem solve, and work collectively on department initiatives. Coordinate and lead weekly safety meetings, and respond to internal safety concerns.
Officials of other governments and organizations	To exchange information and represent KDFN on various issues or initiatives; establish and maintain partnerships.
Contractors & Tradespeople	Exchange information, oversee the scope of work & ensure contract compliance (to the scope of work, timelines, safety, etc.).
Inter-departmental staff	To exchange information and work collectively on KDFN housing matters
KDFN Occupational Health & Safety Specialist	Report all incidents within the allotted time frame; seek advice; exchange and share information.
Tenants and the Public	Create awareness of community services and property management portfolio, establish rapport and respect, and increase awareness of the cost/value of community infrastructure, health, and safety of water/waste management. Additionally, encourage proper home repair and maintenance.

3. Direction/Decision Making:

This position is directly responsible for contract development and adherence, including all administrative tasks associated with the approved contract. The incumbent works independently in setting work priorities and makes recommendations to the Manager, Major Capital Projects on the selection of contractors. The position provides direction to contractors, ensuring they work within the contract's parameters, maintain financial accountability for purchases and contracts, and make necessary changes to contracts.

The incumbent works well with other managers and the director to reach departmental goals and objectives. The decision on whether to use in-house crews for work or contractors lies with the Manager, Operations and Maintenance.

The position of departmental occupational health and safety representative has responsibilities outlined in the duties above, which are to be followed.

The incumbent contributes to long-range planning, communicates with agencies and third parties, and, with supporting rationale, determines which recommendations are forwarded to the Director. Decisions regarding the day-to-day implementation of KDFN property management, home inspections, etc., require cooperation with other managers in the Department, working to ensure KDFN maintains the value and integrity of homes and KDFN property assets.

4. Impact and Accountability:

Housing is an essential need, and well-maintained homes are a priority for the Nation. The position is accountable for ensuring the quality work of approved contractors is completed as outlined in the scope of work and ensuring the timely completion of projects within identified time

frames. The quality and timeliness of home maintenance and repair are essential to meet industry standards. Failure to provide quality renovation and repair work will compromise the life cycle of the home and create additional expense for the Nation.

Housing contract projects not completed on time may lead to delays for other scheduled projects in a short work season and may result in untimely delays for tenants and home allocation.

Occupational Health and Safety accountabilities are outlined in the job duties. Occupational Health & Safety policies and regulations are well defined and are to be followed.

The position contributes to implementing preventative maintenance measures that prolong the life cycle of the homes, the nation's assets. The results achieved by this position are enormously important to the citizens, community, and the government of Kwanlin Dün.

5. Positions Supervised:

Directly:

- Contractors, including tradespeople

Indirectly:

- Building Maintenance Team Leads
- Auxiliary on-call and casual staff

6. Working Conditions:

The majority of work generated from this position takes place in an office setting and KDFN-owned homes/building sites. Changes to work priorities occur regularly to tend to emergencies. These varying conditions may affect the timeliness of work completed and should be factored into decision-making. There is a frequent need to travel to homes in the McIntyre community and in surrounding areas where KDFN owns homes and structures. A limited amount of work takes place outdoors in variable weather conditions. The incumbent may deal with angry or emotional individuals who may be unhappy with delays, prioritization of work, or communication about the quality of work. Travel for training or conference attendance up to twice per year may be required.

7. Conditions of Employment:

All employees are expected to follow KDFN policies and guidelines harmoniously and cooperatively, creating a team approach in their duties for KDFN's future success. Automatic Payroll-Dedication of rent and any other financial obligations owed to KDFN is a prerequisite to employment by KDFN government for all positions. Mandatory confidentiality is a condition of employment for all Kwanlin Dün personnel.

- An acceptable criminal records check
- Valid Class 5 Driver's License, personal vehicle, and acceptable driver's abstract
- First Aid & CPR
- Compliance with KDFN Personnel and Occupational Health & Safety policies

Job Requirements:

Willing to work variable hours, including evenings & occasional weekends, to tend to call-outs and emergencies on a rotational basis is required.

Willingness to train or mentor may be required.

Completion and ongoing maintenance of a variety of occupational health and safety courses, including Leadership for Safety Excellence, hazard assessment, industrial workplace safety training, construction site safety training, fall protection, and confined space training.

Project / Construction or Home Renovation Management Series coursework or equivalent;
WHMIS & Transportation of Dangerous Goods (TDG) are assets

Possess the physical and mental well-being to meet the demands of the position.

This job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.

K. **Position Approval:**

I approve this position description as being representative of the work I require to be performed, and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not intended to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p>
_____ Signature:	_____ Signature:
_____ Date	_____ Date

<p><u>Manager, Human Resources:</u> (Comments)</p>	<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p>
_____ Signature:	_____ Signature:
_____ Date	_____ Date