Kwanlin Dün First Nation

Position Title: Capital Projects Officer

Department: Community Services

Supervisor: Director of Community Services

Date: May 2026

B. Job Summary

Reporting to the Director of Community Services, the **Capital Projects Officer** supports and leads the coordinated delivery of assigned capital and infrastructure projects for Kwanlin Dün First Nation (KDFN). This mid-level professional role bridges project coordination and senior project leadership, providing hands-on responsibility for planning, procurement support, consultant coordination, construction oversight, and project close-out.

The position operates with moderate professional independence, managing defined project components or smaller-to-medium capital projects while escalating strategic, financial, or high-risk matters to senior leadership. This role is intended to strengthen internal capacity during a defined capital delivery period and is well-suited to a **2-year term aligned with active capital priorities**.

C. Main Duties

1. Capital Project Delivery

- Coordinate and manage assigned capital renovation, infrastructure, and new-build projects from planning through close-out.
- Support development and maintenance of project schedules, budgets, risk logs, and status reporting.
- Monitor timelines, costs, and deliverables, identifying risks or variances and escalating as required.
- Prepare regular project updates, briefing materials, and recommendations for the Director of Community Services.

2. Planning, Analysis, and Documentation

- Assist in defining project scopes, functional requirements, and implementation plans in collaboration with internal departments.
- Compile background research, cost estimates, and feasibility information for leadership consideration.
- Maintain complete and well-organized project files in accordance with KDFN records standards.
- Track decisions, changes, and approvals throughout the project lifecycle.

3. Procurement and Contract Support

- Support procurement processes including preparation of draft RFPs, tender documents, scopes of work, and evaluation materials.
- Coordinate posting, distribution, and receipt of procurement documents.
- Assist with evaluation summaries and recommendations for contract award.
- Track contracts, amendments, insurance, bonds, and consultant/contractor deliverables.

4. Consultant and Contractor Coordination

- Coordinate consultant activities across design, engineering, environmental, and construction phases.
- Schedule and attend project meetings and site visits, documenting action items and follow-ups.
- Monitor consultant and contractor progress, invoices, and deliverables.
- Support professional communication protocols between KDFN, consultants, and contractors in alignment with internal standards.

5. Land, Regulatory, and Permitting Coordination

- Liaise with internal departments (e.g., Lands) to support land status verification and documentation.
- Assist with coordination and tracking of regulatory processes, including YESAA and permitting requirements.
- Maintain permit and approval logs and follow up on conditions and outstanding requirements.

6. Construction, Close-Out, and Transition

- Support construction monitoring through site observations, progress tracking, and issue escalation.
- Assist with inspections, deficiency tracking, and commissioning activities.
- Compile close-out documentation including O&M manuals, warranties, as-built drawings, and handover materials.
- Track post-construction warranty items and seasonal follow-up work.

D. Education and Experience

- Bachelor's degree or diploma in project management, construction management, engineering technology, business administration, or a related field.
- **3–5 years of progressive experience** in capital project coordination, construction projects, infrastructure delivery, or related public-sector work.
- Experience supporting procurement processes and working with consultants and contractors.

- Experience working within or alongside First Nation governments or public-sector environments is a strong asset.

E. Core Competencies

- Solid project coordination and delivery skills with increasing professional judgment.
- Strong organizational, documentation, and time-management abilities.
- Clear written and verbal communication skills for both technical and non-technical audiences.
- Ability to manage multiple priorities with limited supervision.
- Collaborative, culturally respectful, and solutions-oriented approach.
- Ability to identify risks and issues and escalate appropriately.

F. Key Relationships

- **Director of Community Services:** Direction, reporting, and issue escalation.
- **Department Leads:** Coordination on program requirements and transitions.
- **Finance, Lands, and Operations Teams:** Process coordination and documentation.
- **Consultants and Contractors:** Day-to-day project coordination and deliverable tracking.
- **Regulatory Bodies:** Coordination support as directed.

G. Decision-Making Authority

- Manages assigned projects and tasks within approved scopes, schedules, and budgets.
- Makes recommendations and identifies risks or corrective actions for leadership review.
- Does not independently approve budgets, contracts, or major scope changes.

H. Impact and Accountability

This position supports the successful delivery of KDFN's capital program by ensuring projects are well-coordinated, documented, and delivered in alignment with approved plans. The role contributes to risk management, schedule adherence, and organizational capacity-building during a defined capital delivery period.

I. Supervisory Responsibility

- Direct Reports: None.
- Functional Oversight: None.

J. Working Conditions

- Primarily office-based with periodic site visits in the Whitehorse area.
- Regular interaction with internal staff, consultants, and contractors.

- Occasional time-sensitive deadlines.

K. Conditions of Employment

- Criminal record check with vulnerable sector clearance.
- Valid Class 5 driver's licence and access to a personal vehicle.
- Ability to work flexible hours as required.

L. 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 designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Supervisor:
I have reviewed the duties and responsibilities assigned to this position.
Signature: _____
Date: _____

Incumbent (if applicable):
I have read and understand this position description.
Signature: _____
Date: _____

Manager, Human Resources:
Signature: _____
Date: _____