



Lax Kw'alaams Band

JOB Posting

Public Works manager

Date Reclassified:	September 24, 2025
Business Unit:	Public Works
Location:	Prince Rupert, British Columbia
Reporting to:	Director of Public Works

The Lax Kw'alaams Public Works Department has an exciting and immediate opening for a full-time Manager of Public Works. As a key member of the management team, this role is responsible for research, technical contract support and advisory services relating to infrastructure projects and all other capital projects on reserve. You will prepare and implement annual work plans within budget to operate and maintain the Band's physical assets. Further, the incumbent will support operations and strategic activities by providing effective and efficient human resources, training, finances, information technology, and communication of results to the CAO, Council and the community.

Responsibilities:

General

- Provide leadership and direction to the staff in carrying out the responsibilities and functions of the Public Works tasks by overseeing the activities and operations of the facilities, utilities and public works of the Lax Kw'alaams Band. This includes, but is not limited to, the maintenance of the streets, facilities, landscape, equipment, water and waste water systems, roads snow removal, solid waste collection and disposal and oversee maintenance of band buildings and housing.
- Make recommendations and direct the preparation of budgets for construction and maintenance programs for areas which are the responsibility of the Public Works Department.
- Coordinate assigned activities with other departments and outside agencies and provide highly responsive and complex administrative support to the Band.
- Establish appropriate staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Prepare, plan, direct, and coordinate, through subordinate level staff and contractors, the Public Works Department's work plan; assign projects and areas of responsibility; review and evaluate work methods and procedures; conduct field inspections of work-in-progress and completed projects; ensure the maintenance of safe working conditions and good housekeeping practices; meet with key staff to identify and resolve problems.
- Provide information to the Band on the long-term impacts of issues, decisions, and activities undertaken by the department.
- Research and recommend the Band's response to Indigenous Services Canada policy changes or emerging initiatives at the Federal and/or Provincial levels.
- Implement and manage Emergency Preparedness Plan, working with regional and municipal stakeholders.
- Develop MOUs with the Council on matters affecting the Lax Kw'alaams projects, programs or assets.

Lax Kw'alaams Band

- Foster openness, understanding, and suitable representation of community values and interests in all undertakings.
- Participate in developing and administering annual operating and capital budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Perform other duties within the scope of the position, as required.

QUALIFICATIONS:

Education and License

- Diploma in Construction Management, Civil Engineering, Project Management, or related field.
- Possession of a valid BC driver's license.
- Provide a current Criminal Record Check

Experience

- Minimum five years in operations and administrative management.
- Three years working with Federal funding regimes.
- Five years of experience working in First Nations communities.
- Significant experience managing projects, budgets, and human resources.
- Experience in maintenance management.
- Knowledge and experience with budget preparation and management.

Competency

- Knowledge of building construction and maintenance standards and codes
- Knowledge of Indigenous Services Canada Capital and Asset Management Processes
- Knowledge of Canadian Mortgage and Housing Corporation policy and regulatory standards
- Strong interpersonal skills and a commitment to collaborative making
- Knowledge of ISC programs and funding
- Knowledge of the Lax Kw'alaams community is an asset
- Strong leadership and conflict resolution skills
- Ability to influence and use judgment in decision-making
- Ability to synthesize multiple perspectives into an achievable strategic or workplan
- Excellent time management, project management and problem-solving skills
- Excellent organizational skills; effective verbal and written communication
- Possess cultural awareness and sensitivity
- Strong financial management and human resource management skills
- Knowledge and experience in working in a unionized environment
- Ability to work independently and expeditiously under tight timeframes and competing priorities

Classification/Pay Scale

- You can expect a supportive work environment, a total compensation package which includes a competitive wage, extended health and dental benefits and a pension plan.

Submission Deadline:

- Open until filled
- We invite all interested parties to reply in the strictest confidence to Human Resources: hr_mgr@laxband.com