



Employment Opportunity

Position: Project Manager
Location: Remote sites within Tahltan Territory
Closing Date: Ongoing, until position filled

TNDC is seeking a Project Manager to lead and develop a high performing team while fostering a strong safety culture and building capabilities. This position entails supervision, reporting and coordination of all aspects at the work sites and will act as a project delivery interface to ensure compliance and client expectations are met.

Responsibilities

- overseeing the development of project budgets, schedules and reports while tracking the project to meet or exceed the client's expectations
- working with project controls staff to monitor and report on project progress
- comparing project job costs with the project budget to maintain profitability
- managing all phases of the project from safety, planning, engineering, and execution through to completion
- overseeing the project QA/QC programs and monitoring performance and documentation
- reviewing critical path scheduling, adjusting, and allocating resources, as necessary
- attending regular management meetings with staff to improve operational systems and policies
- developing and maintaining relationships with the client, internal management, and employees
- ensuring proper supervision and best practices and procedures are followed on site
- fostering a culture of teamwork with staff, management, and other site contractors
- encouraging and fostering a team environment by reviewing performance and coaching employees
- having a reputation for delivering a safe, efficient, and cost-effective project on schedule
- managing project details, such as the terms and conditions, project plan, work plans, ensuring the RFI and change order system are followed and tracked in a timely manner
- promoting a safety culture in line with TNDC, the client and provincial policies

Qualifications and experience

- recognized degree or diploma in a relevant associated field (P. Eng., Certified Engineering Technologist, or PMP) or a combination of relevant education, training and experience may be considered in lieu
- 5 -10 years project management experience with on site heavy civil experience being essential
- must possess excellent leadership, communication skills and strong problem-solving capabilities
- ability to set direction, prioritize and achieve objectives, actively listen, and engage and motivate team members
- proficiency with Microsoft Office Suite (Outlook, Word, Excel, etc.), Eclipse Contract Manager or similar computerized programming
- willing to travel to remote work sites, Tahltan Communities, and camp settings in a multiple contractor setting

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required
- due to local, provincial, and /or client requirements; this position may require an individual to be fully vaccinated by a Health Canada approved or authorized COVID-19 vaccine

Please apply to:

Human Resources, Tahltan Nation Development Corporation
Box 250 | IR #9 | Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltans and Tahltan associates are encouraged to apply.

SAFETY FIRST, SAFETY ALWAYS