

Job Posting

Capital & Asset Management Manager

Organization: Tl'etinqox Government

Location: Tl'etinqox (Anaham), British Columbia, Canada

Position Type: Full-Time

Salary: \$90,000 – \$125,000 per year (based on experience)

Reports To: Director of Band Services (or designate)

About Tl'etinqox Government

Tl'etinqox Government is committed to building a strong, sustainable, and thriving community. Guided by the Tl'etinqox Government Strategic Plan 2024–2029, the Nation is investing in long-term infrastructure development, responsible asset management, and culturally grounded governance to support community well-being for current and future generations.

Position Summary

The Capital & Asset Management Manager provides strategic leadership and operational oversight for capital infrastructure projects and asset management initiatives. This role ensures infrastructure investments support long-term sustainability, community growth, cultural preservation, and effective service delivery.

The Manager will lead multi-year capital planning, oversee project implementation, strengthen asset lifecycle management systems, and ensure compliance with funding agreements and governance standards. This position plays a key role in strengthening community infrastructure, financial accountability, and operational efficiency.

Key Responsibilities

Capital Planning & Project Management

- Develop and maintain a 5–10 year Capital Plan aligned with community priorities.
- Oversee design, procurement, construction, and commissioning of infrastructure projects.
- Work as point of contact with ISC and other funding agencies to complete the Capital Project funding and reporting process
- Coordinate engineers, consultants, and contractors.
- Ensure projects meet timelines, budgets, and quality standards.
- Conduct project risk assessments and mitigation planning.

Asset Management

- Develop and implement a **comprehensive Asset Management Plan**.
- Maintain a centralized asset registry and infrastructure condition database.
- Implement preventative maintenance systems.
- Conduct asset condition assessments and lifecycle planning.

Budget & Funding Management

- Prepare capital budgets and financial projections.
- Monitor expenditures and ensure cost control.
- Prepare funding proposals and reports to federal and provincial agencies.
- Support audits and compliance reviews.

Policy & Systems Development

- Develop capital planning and asset management policies.
- Establish procurement and project management procedures.
- Implement asset management software and tracking systems.

Governance & Reporting

- Prepare quarterly and annual capital project reports.
- Provide recommendations to Council and senior leadership.
- Develop key performance indicators (KPIs) to track infrastructure performance.

Qualifications

Education

- Degree (with 2 years' experience) or Diploma (with 5 years' experience) in: Engineering, Construction Management, Asset Management, Public Administration, Or related field
- Project Management Professional (PMP) or Asset Management certification is considered an asset, and
- A Master's Degree in a related field is also considered an asset.

Experience

- 2–5 years' experience in capital project management or infrastructure oversight.
- Experience working on capital and asset management programs and projects with Indigenous Services Canada (ISC), Indigenous governments or public sector infrastructure is preferred.
- Experience managing multi-year capital budgets and funding agreements.

Core Competencies

- Strategic infrastructure planning and implementation
- Asset management systems and lifecycle planning
- Financial and risk management

- Leadership and accountability
- Cultural awareness and community engagement
- Strong communication and reporting skills

Performance Indicators

Performance will be evaluated using measurable indicators including:

- Capital projects completed on time and within budget
- Completion and annual updates of the Asset Management Plan
- Increased preventative maintenance and reduced emergency repairs
- Successful funding secured for infrastructure projects
- Timely reporting to administration, council and funding agencies.

Benefits

Tl'etinqox Government offers a competitive benefits package including:

- Extended health, dental, and vision coverage
- Employee Assistance Program (EAP)
- Group pension contribution after 3 months
- 3–4 weeks paid vacation (based on experience)
- Sick leave and personal days (1.5 days/month)
- Cultural leave (5 days annually)
- Educational and professional development
- Subsidized housing
- Travel and mileage reimbursement in accordance with Tl'etinqox policy

How to Apply

Interested applicants are invited to submit:

- Resume
- Cover Letter

Applications will be accepted until the position is filled.

Please submit applications to: Bipin Dhakal, Director of Band Services

Email: bdhakal@tletinqox.ca