



## **Field Manager - Job Opportunity**

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**Position:** Field Manager  
**Department:** Capital and Infrastructure  
**Supervisor:** Capital and Infrastructure Director  
**Type:** Full-time; 1 year term(s), 35 hrs/wk + Benefits.  
**Wage:** Dependent on Certification(s) and Qualifications  
**Location:** Watson Lake, YT  
**Job Opportunity Closing Date:** Open until position is filled

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### **JOB SUMMARY:**

To support our current projects and future community growth, Liard First Nation (LFN) is looking for a Field Manager, to work directly with the Director of Capital and Infrastructure on both existing and future projects through the full lifecycle of the development and construction process. This opportunity includes working directly in all areas and aspects of the development process, assisting the management team, with an emphasis on the construction component (process).

### **YOUR ROLE:**

- Working with Director, Director's assistant, and Housing Officer in managing existing and future projects as required.
- Oversight and work scheduling of maintenance crews, delegation of Work Orders, follow up with customers and band housing members to resolve maintenance issues.
- Assisting the regular and on-going communication with - all project related groups and parties, including construction companies (General Contractors), Architects, Engineers, Inspectors, Consultant's, municipal & planning staff, insurers, and project marketers.
- Emphasis will be on assisting in monitoring construction progress to ensure that all milestones, schedules, budgets, contracts, insurance requirements and quality requirements - of each project are being identified, implemented, tracked, and achieved.
- Working with the management team to ensure that the project is achieving the targeted and projected returns and profitability, from the initial feasibility studies, the development of - and the on-going tracking of, the project proformas.
- Assisting in planning, scheduling, controlling, executing, and monitoring project management to ensure all aspect of project tasks are well coordinated in a timely manner, budget is under control, and the deliverables are in line with the expectations of the stakeholders.
- Traveling to job sites and meeting with various stakeholders as necessary, ensuring safety programs are adhered too and regulatory/permit processes are followed by crews and contractors.
- Ensuring data management and filing of all records is up to date and well organized.
- Assisting the management and coordination of the approval process ensuring that the appropriate Municipal/Territorial/Federal approvals are identified, obtained and in place at each stage of the development process as required.

### **PREFERRED ATTRIBUTES / QUALIFICATIONS**

- A minimum of five (5) years of Project Management/Coordination experience within the Construction, Trades and/or Real Estate & Development industry certifications. You will have worked at least several residential projects, preferably large multi-family construction.
- Experience, knowledge, and ability to read and understand architectural (related consultants) drawings, mechanical designs, and proposals an asset.
- A related post-secondary degree, or training in planning, architecture, engineering, technology or a related field is preferred.
- Advanced software skills and experiences with proficiency in Excel, Microsoft SharePoint and Teams, and project management tools
- Strong management skills, analytical skills, an entrepreneurial mindset, good business acumen and a pro-active approach towards problem solving with strong interpersonal skills and communication skills
- Valid Class 5.
- Willing to relocate to Watson Lake.
- Satisfactory Criminal Record Check.

### **To Apply**

Please submit a cover letter and resume to the LFN's Executive Office or email [resume@liardfirstnation.ca](mailto:resume@liardfirstnation.ca). Preference will be given to Kaska and Indigenous applicants who meet the minimum requirements.

*Thank you to all who apply, however, only those selected for an interview will be contacted.*

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