



**is inviting resumes for the position of**  
**Capital & Infrastructure Director**

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This is a Full Time position

Reporting to the Executive Director, this key senior management position establishes and directs Capital and Infrastructure services in accordance with the TTC's mission statement, strategic plan and operational work plans. Supervising a variety of positions in the Capital and Infrastructure department, this position is a member of Management Board, and is responsible for the overall planning, organizing, implementing, controlling, and evaluating programs and project activities. The incumbent is responsible for ensuring that programs and projects identified in the TTC annual work plan are implemented.

#### **Education & Experience**

Grade 12 supplemented with relevant post-secondary education in Civil Engineering, Building Technology, Business Management, Project and Property Management etc., and several years' experience working as a supervisor or an equivalent combination of education and experience.

#### **Main Duties**

- Leads, directs and manages the development, implementation and delivery of Capital and Infrastructure services on behalf of the Teslin Tlingit Council
- Directs the construction and maintenance of all housing and infrastructure and responsible for all housing and community buildings within TTC purview
- Directs the Office Manager and departmental staff in managing the housing units
- Responsible for financial management of the departmental budgets including forecasting, planning, developing and managing the annual Capital budgets

#### **Job Knowledge and Skills Required in**

- Building construction codes and regulations
- CMHC programing
- Financial management and Construction management
- WCB regulations and basic Labour law
- Working in a team environment, with government officials, and Citizens
- Oral and Written Communication

#### **Conditions of Employment**

- Valid Class 5 Driver's License

**For more information please call 867.390.2532 ext 316**

To apply, please submit a cover letter and resume

HR & Staff Development Officer  
Workforce Development  
Teslin Tlingit Council  
Box 133  
Teslin, Yukon Y0A 1B0  
f. 867.390.2176  
[humanresources@ttc-teslin.com](mailto:humanresources@ttc-teslin.com)

**Closing Date: Friday, May 7, 2021**  
**\*\*no later than 4pm\*\***

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TTC's Hiring Policy will be in effect.

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**EMPLOYMENT OPPORTUNITY**  
**[www.ttc-teslin.com](http://www.ttc-teslin.com)**