



**Toquaht
Nation**

EMPLOYMENT OPPORTUNITY – Asset Manager (Permanent Full Time)

About Toquaht Nation

Toquaht Nation is a self-governing modern treaty nation situated on the West Coast of Vancouver Island in Barkley Sound. Known as the $\text{t}uk^waa\text{?}ath$ (Toquaht People), we are a resilient community dedicated to the development of our Nation. We strive to honour the teachings of our ancestors and safeguard our $\text{haa}\text{?}uufi$ (traditional territory).

Toquaht envisions a healthy community where $\text{mas}\text{?}cim$ (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our guiding principles:

- $\text{hi}\text{?}ukma\ \text{?}awaak$ – Everything is one
- $\text{q}waa\text{?}a\lambda in\ \text{?}awaak$ – How we are one
- $\text{?}uu\text{?}a\text{?}uk$ – Taking care of one another
- $\text{?}iisaak$ – Highest respect

Position Summary

The Asset Manager reports to the Director of Assets and is responsible for coordinating and supervising the work of the asset team in the maintenance and repair of Toquaht infrastructure as well as physical assets (buildings, roads, fleet, machinery and equipment).

Major areas of Responsibilities

- Assist in the development and implementation of a GIS asset management system
- Oversee and coordinate contractors and staff to ensure the regular operations and maintenance of the existing assets
- Strategic and technical planning to execute multi-year projects with complex logistics and specific transport requirements to remote community
- Development of plans and strategies to ensure that the assets are functioning well and properly maintained.
- Assist with the budget process and analysis of variance reports
- Building and maintaining strong local partnerships to find increased efficiencies, innovative solutions and opportunities to respond to challenges within remote location
- Collaborate with partners and stakeholders where possible
- Ensure compliance to all relevant legislation and regulations, WorkSafe regulations, TNG Human Resources Policy, TNG Health & Safety Plan, Building Codes, Regulated inspection, and maintenance requirements etc.

Qualifications and Experience

- A post-secondary degree from a recognized university with specialization in engineering, project management, building trades, or a related discipline, or an acceptable combination of education, training and experience in a similar role.
- Experience in maintaining, operating and recapitalizing contemporary assets including buildings, roads, bridges, and municipal infrastructure including water and sewage treatment plants
- Knowledge of asset life cycle management principles, risk management and quality assurance principles, standards, best practices and techniques
- Ability to formulate strategic recommendations and solutions to senior management to guide asset management decision
- A minimum of 3 years of progressive leadership and supervisory experience
- Good oral, written communication and presentation skills

Operational Requirements

- Valid class 5 drivers license
- Understanding of/respect for the culture and heritage of First Nations Peoples
- Always maintain confidentiality and professionalism
- This position spends most of the time located in Macoah
- Computer knowledge and experience using Microsoft programs such as Word, Excel, Outlook, Power point, etc

What We Offer

Toquaht Nation Government is please to offer a generous compensation package which includes:

- This position is full-time, 37.5 hours per week, paying \$47.18-52.31/hr
- Extended health and benefits plan (Employer paid)
- Pension plan (5% Employee, 8% Employer)
- 3-weeks vacation plus paid time off over the Christmas holidays
- 15 observed statutory holidays
- 15 days of wellness leave annually
- Training opportunities

To Apply

We invite qualified applicants to submit a resume and cover letter to careers@toquaht.ca, with the position title in the subject line. Please apply as soon as possible, as we will be reviewing on an ongoing basis. We appreciate all applicants for their interest in working with Toquaht Nation, however only those selected for an interview will be contacted. This position is open until filled.

Persons of Indigenous background will be given preference. S16(1) CHRA