SUCKER CREEK FIRST NATION

JOB DESCRIPTION

POSITION TITLE: **CAPITAL PROJECTS COORDINATOR**

POSITION REPORTS TO: **HOUSING & PUBLIC WORKS DIRECTOR**

SUMMARY:

Reporting to the Housing & Public Works Director, the Capital Projects Coordinator supports the planning, coordination, monitoring, and reporting of SCFN housing, public works, infrastructure, renovation, repair, and construction projects. The position helps coordinate contractors, consultants, funding requirements, schedules, budgets, inspections, procurement documents, and project records to ensure projects are completed safely, efficiently, on time, within budget, and in accordance with applicable agreements, policies, codes, and community priorities.

DUTIES:

- Assist with planning, coordinating, implementing, and closing out housing, public works, infrastructure, renovation, repair, and construction projects.
- Prepare and maintain project work plans, schedules, budgets, estimates, files, minutes, and progress reports.
- Coordinate with contractors, consultants, suppliers, inspectors, funders, staff, and community members to support timely project delivery.
- Assist with procurement, including requests for quotes, tenders, purchase requisitions, work orders, contracts, and related correspondence.
- Monitor milestones, contractor progress, deficiencies, change orders, invoices, and documentation to ensure work stays within approved scope, budget, and timelines.
- Support site visits, inspections, deficiency lists, photo documentation, safety follow-up, and quality control.
- Help ensure compliance with funding agreements, SCFN policies, building codes, permits, health and safety standards, and reporting requirements.
- Maintain organized capital project records, including approvals, contracts, quotes, invoices, inspection reports, drawings, warranties, and close-out documents.
- Prepare draft reports, briefing notes, funding updates, and project summaries for the Director, Chief & Council, CMHC, ISC, and other partners.
- Support funding applications, proposal development, capital planning, asset management, and long-term housing/public works planning.
- Attend project, contractor, community, and training meetings as required.
- Provide day-to-day support to housing and public works staff on assigned project tasks.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Valid Class 5 Driver’s Licence and driver’s abstract submitted at least two (2) days prior to the interview.
- Criminal Record Check (CPIC) and Child Welfare Information System (CWIS) check submitted at least two (2) days prior to the interview.
- Post-secondary education, certificate, diploma, or training in project management, construction, civil engineering technology, business administration, public works, housing, or a related field is preferred; equivalent education and experience may be considered.
- Minimum 2–5 years’ experience supporting construction, housing, infrastructure, public works, capital projects, administration, or project coordination.
- Experience with First Nations, Indigenous communities, housing programs, public works, or government-funded projects is an asset.
- Knowledge of CMHC, ISC, infrastructure, housing, renovation, capital planning, procurement, and funding reporting processes is an asset.

- Strong organizational, record keeping, communication, problem-solving, and time management skills.
- Ability to read and understand basic project documents, quotes, invoices, drawings, inspection reports, work orders, and contracts.
- Proficiency with Microsoft Word, Excel, Outlook, and basic project tracking tools.
- Ability to work independently, maintain confidentiality, follow direction, meet deadlines, and communicate respectfully with staff, contractors, funders, leadership, and community members.
- Motivated, dependable, well organized, and willing to attend project sites as required.
- Willing to be on-call or respond to urgent project matters when required.
- Ability to speak Cree is an asset.
- Oath of Confidentiality must be signed prior to employment.

REQUIRED SKILLS AND ABILITIES:

- Project coordination and administrative follow-up
- Budget tracking, reporting, and document control
- Contractor, consultant, and supplier coordination
- Strong written and verbal communication
- Ability to prioritize multiple projects and deadlines
- Respectful communication with leadership, staff, Elders, tenants, homeowners, contractors, and community members
- Commitment to safety, confidentiality, accountability, and community service

DEADLINE FOR APPLICATIONS: Open Until a Suitable Candidate is Found

Only qualified applicants will be notified for an interview

Mail to:

Attn: Human Resouces
Box 65
Enilda, AB. T0G 0W0

Fax: 780-523-3111
Email: hr@scfn.ca
Drop-Off Front Reception