



Job Opportunity: Director of Community Infrastructure

Position Overview:

The Director of Housing and Infrastructure is a senior leadership position responsible for the planning, development, and oversight of YFN's housing, public works, infrastructure, asset management, capital projects, and emergency management programs.

The Director provides strategic leadership to ensure community assets, infrastructure systems, and housing services are safe, sustainable, and aligned with YFN's priorities. The Director oversees long-term planning, funding and budget management, capital project delivery, regulatory compliance, and emergency preparedness initiatives, while fostering strong relationships with Chief and Council, community members, government agencies, funding partners, and service providers.

The position balances strategic leadership, operational oversight, and community engagement to support resilient infrastructure, sustainable growth, and the wellbeing of YFN.

Duties and Responsibilities:

Housing:

- Lead the planning, development, and delivery of housing programs, projects, and policies that address current and future community needs.
- Oversee housing construction, renovation, maintenance, and replacement initiatives, ensuring alignment with YFN priorities, community plans, regional planning initiatives, and sustainable development practices.
- Monitor housing conditions and identify priorities for investment and improvement.
- Engage with community members and stakeholders to ensure housing services reflect community priorities and needs.
- Manage funding applications, reporting, and compliance requirements related to housing programs.

Infrastructure and Public Works:

- Lead the planning, development, implementation, operation, maintenance and renewal of community infrastructure and public works systems.
- Provide strategic oversight of roads, community buildings, water and wastewater systems, utilities, and other public assets.

- Ensure infrastructure services are delivered safely, efficiently, and in accordance with applicable standards and regulations.
- Monitor infrastructure performance and identify opportunities for improvement and risk reduction.
- Develop and implement long-term infrastructure plans aligned with community priorities, growth objectives, and asset management requirements.

Asset Management:

- Develop, implement, and maintain a comprehensive asset management framework for community infrastructure and capital assets.
- Establish and maintain asset inventories, condition assessments, lifecycle replacement schedules, and risk-based maintenance plans.
- Lead long-term capital forecasting and infrastructure investment planning.
- Monitor asset performance and provide recommendations to support sustainable service delivery.
- Ensure asset management practices align with funding requirements.

Capital Projects:

- Lead capital construction projects from planning and funding application through procurement, construction, commissioning, and reporting.
- Develop and oversee multi-year capital plans aligned with Council priorities and community needs.
- Coordinate engineering, environmental, architectural, and technical consultants.
- Manage project budgets, schedules, contracts, risks, and reporting requirements.
- Ensure projects comply with applicable legislation, funding agreements, environmental requirements, and industry standards.
- Identify and pursue funding opportunities to support infrastructure and housing priorities.

Emergency Management:

- Lead the development, implementation, and maintenance of YFN's emergency management program.
- Lead hazard, risk, and vulnerability assessments and develop mitigation strategies.
- Develop and maintain emergency response plans, evacuation procedures, business continuity plans, and resource inventories.
- Lead emergency preparedness, response, recovery, and resilience initiatives.
- Lead wildfire preparedness, evacuation planning, and recovery activities in collaboration with Indigenous, provincial, and federal partners.
- Oversee emergency training exercises, public awareness activities, and community preparedness initiatives.
- Develop strategies to reduce infrastructure vulnerabilities associated with climate change, wildfire, flooding, and other environmental risks.

Administration:

- Develop, administer, monitor, and report on departmental operating and capital budgets.
- Manage grants, contracts, procurement activities, and funding agreements.
- Integrate and coordinate multiple funding streams and ensure compliance with all reporting, audit, and performance requirements.
- Prepare reports, briefing materials, and presentations for senior leadership, Chief and Council, funding agencies, and other stakeholders, ensuring transparent communication.
- Supervise staff and consultants and foster a collaborative and inclusive high-performing team environment.
- Maintain accurate records and documentation related to departmental activities.

Governance:

- Advise the Chief Administrative Officer and Chief and Council on matters related to housing, infrastructure, public works, emergency management, asset management, and capital planning.
- Develop policies, procedures, standards, and strategic plans within the department's areas of responsibility.
- Ensure compliance with applicable legislation, regulations, policies, and funding agreements.
- Monitor organizational risks and recommend mitigation strategies.
- Embed YFN priorities, self-determination principles, and community values into planning and decision-making processes.

Other:

- Perform other related duties as assigned by the Chief Administrative Officer.

Qualifications:

Education and Experience:

- Bachelor's degree in Public Administration, Planning, Engineering, Emergency Management, Business Administration, or a related field. Master's degree is considered an asset. Equivalent combinations of relevant education, training, and directly related experience will be considered.
- A minimum of 7–10 years of progressively responsible experience in housing, infrastructure, public works, asset management, capital projects, emergency management, community development, or related fields, with at least 5 years in a leadership or management role.
- Relevant professional certifications (e.g., Emergency Management, Housing Professional, etc.) are an asset.
- Demonstrated success in multi-stakeholder environments, program development, emergency management leadership, and navigating complex regulatory landscapes.

- Knowledge of First Nations governance structures, community planning processes, and the unique opportunities and challenges associated with delivering programs and services in Indigenous and remote community environments.
- Experience interpreting engineering reports, technical studies, environmental assessments, construction specifications, and consultant recommendations.
- Experience leading and managing multidisciplinary teams, including staff, contractors, and technical consultants.
- Proven experience in developing policies, strategic plans, and operational programs.
- Experience securing and managing funding from Indigenous Services Canada, Canada Mortgage and Housing Corporation, provincial funding programs, and other infrastructure or housing funding agencies.
- Experience with asset management planning, infrastructure lifecycle management, and capital asset reporting.

Knowledge, Skills and Expertise:

- Strong leadership, organizational, and team-building skills.
- Excellent interpersonal, negotiation, relationship-building and conflict resolution skills, with the capacity to engage effectively with Chief and Council, Elders, and community members.
- Strong written and verbal communication abilities, including public speaking.
- Analytical aptitude for data interpretation, strategic planning, and problem-solving, including the ability to assess risks and develop mitigation strategies.
- Strong project and financial management skills.
- Knowledge of emergency management principles, hazard risk vulnerability assessments, business continuity planning, and climate adaptation strategies.
- Ability to work collaboratively in a dynamic environment and manage multiple priorities.

Conditions of Employment:

- Clear Police Information Check with Vulnerable Sector Screening.
- Valid BC driver's licence with a clear driver's abstract.
- Ability to travel to meetings, events, and the community as required, including staying in the community.
- Ability to work outdoors in variable climate conditions.

Benefits:

- A comprehensive group benefits plan, including extended health and dental will be available at the beginning of employment.
- Optional RRSP or RPP at the beginning of employment, with employer matching up to 5%.
- Vacation, statutory holidays and leave are provided in accordance with Yekooche First Nation policies and applicable legislation.

Employment Details & How to Apply:

Send your resume and cover letter to: hr@yekooche.com

Deadline to Apply: August 14, 2026

Employment Type: Full-Time, Permanent, Salaried

Salary: \$110,000-\$120,000 Annually

Work Location: Yekooche First Nation, Prince George, BC

Schedule: The standard schedule is 70 hours per bi-weekly pay period. Regular hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., with a 40-minute unpaid lunch break. Pay day Friday is a half day (8:30 a.m. to 12:30 p.m.) and is included within the 70-hour bi-weekly schedule. The work hours may vary due to travel, meetings, or visits to the community.