



Employment Opportunity

Associate Director of Public Works

Reference No. PW-ADM-ADPW-0725

OVERVIEW: Governed by a Chief and 12 Councilors, Cowichan Tribes is a First Nations Government Organization that serves 5,614 community members; the largest single First Nations band in British Columbia. Located in the Cowichan Valley region on Vancouver Island, Cowichan Tribes is one of the largest employers in the region with 450-500 employees and 17 distinct departments providing delegated responsibilities in variety of member services to the Cowichan community.

PURPOSE: Reporting to the Director of Public Works, the Associate Director of Public Works is a member of the senior management team and is responsible for the oversight and management of a broad range of public facilities and infrastructure services in the local Cowichan community area, including, but not limited to, roads and dikes, water and sewer, waste management, capital projects, asset management, procurement, client services and engineering services. Working closely with the Director of Public Works, this position will support managing departmental operation compliance in accordance with Cowichan Tribes strategic plan and organizational policies and procedures. This is a full-time, permanent position with moderate local travel required.

COMPENSATION AND BENEFITS: Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid training, paid vacation and paid sick leave. Depending on experience, the position starts at \$62.45 - \$66.89 per hour (\$113,650.15 - \$121,732.70 annually).

RESPONSIBILITIES:

Leadership & Planning

- Support the Public Works Director in developing and implementing strategic plans and strategies for infrastructure, asset management and community services
- Ensure that all Public Works operations align with Cowichan Tribes strategic plan and organizational policies, procedures community and regulatory requirements
- Act as a liaison between the Public Works department and other internal departments, community members, contractors and external stakeholders
- Supervise and direct department staff, promoting a safe, respectful and efficient work environment
- Provide feedback to the Director on strategic decisions, departmental direction, and leadership approaches—offering alternative perspectives and challenging assumptions in a respectful, solutions-oriented manner to enhance organizational effectiveness.
- Act of Director of Public Works as directed
- Other related duties required

Operations Management

- Oversee the maintenance and improvement of roads and dikes, water and sewer, waste management and capital projects
- Assist in emergency response planning as required
- Ensure preventative maintenance schedules are administered and documented
- Other related duties as required

Budgeting & Reporting

- Assist the Director of Public Works in preparing and monitoring budgets for Public Works projects and operations
- Prepare reports, proposals and presentations for Chief & Council and/or funding agencies
- Monitor funding agreements and ensure compliance with terms and reporting timelines
- Seek out and apply for new funding sources
- Other related duties as required

Management of the Capital Project Team

- Coordinate and oversee construction and infrastructure development projects, including tendering, contractor supervision and quality control
- Participate in procurement processes for equipment, materials and services



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- Develop and implement macro protocol for consistent, reliable, and transparent project summary reporting
- Motivate and manage staff to achieve departmental goals
- Participate in recruitment and lead orientation of new staff
- Other related duties as required

Stakeholder Engagement

- Collaborate with various stakeholders, including government agencies, contractors, and community members to ensure project success
- Other related duties as required

Regulatory Compliance and Reporting

- Ensure all public works activities comply with municipal, provincial, & federal regulations and prepare/review necessary reports
- Facilitate structured internal reviews of major initiatives, policies, or standard practices—encouraging staff to examine assumptions, identify blind spots, and offer alternative approaches to improve outcomes and efficiency
- Other related duties as required

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Post-Secondary Degree in Civil or Mechanical Engineering, Public or Business Administration, Project Management or a related field required; Master's degree preferred
- 7 years' experience managing capital projects and/or experience in an engineering or public works environment
- Minimum 5 years' of progressive experience in public works, infrastructure, or municipal operations, including supervisory experience
- Valid BC Class 5 Driver's License and reliable vehicle required
- Criminal Record Check is required

Direct experience in the following areas is preferred:

- Experience working within a First Nations community
- Experience managing capital projects
- Experience developing and implementing strategic plans
- Experience with financial and budget management
- Experience supervising and managing diverse team
- Experience with tendering and contract administration

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of BC First Nations Government structures and systems
- Knowledge of Federal Government structures and systems
- Advanced critical thinking, organizational and problem-solving skills
- Excellent writing and verbal communication skills
- Ability to work independently and to perform well with minimal supervision
- Ability to interact in a culturally sensitive manner with diplomacy
- Strong relationship building and interpersonal skills with an ability to work collaboratively across diverse groups
- Ability to multi-task and foster a solutions-oriented approach within a fast-paced environment
- Knowledge of Cowichan culture, protocols, teachings, language and community is considered an asset
- Knowledge of the Cowichan Tribes organization, business, and operations is considered an asset
- Demonstrated conflict management skills
- Knowledge of WorkSafe BC and environmental regulations and compliance



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HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email or in person before the deadline with the Reference No. included. If you are emailing your application, indicate the Reference No. in the subject line of your email.



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Cowichan Tribes Human Resources Department
435 Trunk Road – Unit 208 (second floor)
Duncan, BC, V9L 2P5

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: **Thursday, August 28, 2025 at 4:00 p.m.**

SCAN ME



**TO LEARN MORE ABOUT
HOW TO APPLY**