



## Employment Opportunity Associate Director of Public Works

Reference No. PW-ADM-ADPW-0126

**OVERVIEW:** Governed by a Chief and 12 Councilors, Cowichan Tribes is a First Nations Government Organization that serves 5,355 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 350+ employees and 16 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 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 and paid time off such as vacation, sick leave and personal leave. Depending on experience, the position starts at \$62.45 - \$66.89 per hour (\$113,650.15 - \$121,732.70 annually).

### RESPONSIBILITIES:

#### Leadership & Strategic Planning

- Supports the Public Works Director in developing and implementing strategic plans and strategies for infrastructure, asset management and community services
- Ensures that all Public Works operations align with Cowichan Tribes strategic plan and organizational policies & procedures, and community / regulatory requirements
- Acts as a liaison between the Public Works department and other internal departments, community members, contractors and external stakeholders
- Supervises and directs department staff, promoting a safe, respectful and efficient work environment
- Provides 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.
- Acts as Director of Public Works as directed
- Other related duties as required

#### Management of the Capital Project Team

- Provides strategic leadership and oversight of construction and infrastructure development projects, including tendering, contractor supervision and quality control
- Makes appropriate and strategic recommendations for project succession aligned with best practices
- Leads and participates in the recruitment, onboarding, and professional development of team members and new staff
- Directs and manages procurement processes for equipment, materials and services
- Develops, implements and enforces macro protocol for consistent, reliable, and transparent project summary reporting
- Assists in emergency response planning as required
- Manages, leads, and motivates staff to achieve departmental goals
- Other related duties as required



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### **Budgeting & Reporting**

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

### **Stakeholder Engagement**

- Collaborates with various stakeholders, including government agencies, contractors, and community members to ensure project success
- Consistently reviews existing community engagement protocol & practices and revises appropriately
- Other related duties as required

### **Regulatory Compliance and Reporting**

- Ensures all public works activities comply with municipal, provincial, & federal regulations and prepare/review necessary reports
- Facilitates 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 required
- Demonstrate a minimum 5 years' of progressive experience in public works, infrastructure, or municipal operations, including supervisory experience required
- Experience managing capital projects required
- Experience developing and implementing strategic plans required
- Experience with financial and budget management required
- Experience supervising and managing diverse team required
- Experience with tendering and contract administration required
- Experience working within a First Nations community preferred
- Valid BC Class 5 Driver's License and reliable vehicle required
- Criminal Record Check is required

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of BC First Nations Government structures and systems
- Knowledge of Federal Government structures and systems
- 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
- Knowledge of WorkSafe BC and environmental regulations and compliance
- Demonstrated conflict management skills
- Advanced critical thinking, organizational and problem-solving skills
- Excellent writing and verbal communication skills
- Strong relationship building and interpersonal skills with an ability to work collaboratively across diverse groups
- Ability to work independently and to perform well with minimal supervision
- Ability to interact in a culturally sensitive manner with diplomacy

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.  
We thank all applicants in advance but only shortlisted candidates will be contacted.*



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- Ability to multi-task and foster a solutions-oriented approach within a fast-paced environment

**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.



**Reference No. PW-ADM-ADPW-0126**

Cowichan Tribes Human Resources Department

435 Trunk Road – Unit 302 (third floor)

Duncan, BC, V9L, 2P5

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

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

Deadline: **Monday, February 9, 2026 at 4:00 p.m.**

**SCAN ME**



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HOW TO APPLY