



Malahat Nation

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DIRECTOR OF OPERATIONS & MAINTENANCE

REPORTS TO	Chief Administrative Officer (CAO)	START	November 2025
COMPENSATION	\$92,489.41 - \$101,738.35 (ELG: 3) <i>- the above rates are subject to education, experience, and/or a combination of both.</i>	STATUS	1 - Fulltime Permanent 35-hours per week

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is seeking a dedicated and hard-working Director of Operations Maintenance to guide the maintenance of our community buildings, housing and some limited infrastructure. We are looking for fun, energetic, dependable and organized staff. This position is ideal for you if you are an innovator able to engage in the community and you have a strong desire to make a difference in our community. Our staff are offered opportunities for professional growth and development.

PURPOSE: Reporting directly to the CAO, this role ensures safe, reliable, and sustainable community buildings, housing and assets through effective management, long-term planning, and culturally appropriate service delivery. The Director of Operations & Maintenance complies with the Malahat Nation policies and procedures including but not limited to the Human Resources Policy and Financial Administration Law to provide strategic leadership, build team capacity, and advance community infrastructure goals in alignment with Chief & Council directives/strategic plan and the Nation's vision for self-determination, well-being, and stewardship. *This position is a fulltime, permanent position, based in the office with the possibility of a hybrid working arrangement, with minimal local travel as required.*

RESPONSIBILITIES:

- The Director of Operations and Maintenance is responsible for the planning, coordination, and oversight of all community buildings, housing, facilities, and maintenance operations within the Malahat Nation
- In cooperation with the Director of Infrastructure and Capital Projects, provide leadership and oversight for the maintenance, repair, and operations of community assets including roads, water/drainage systems, waste management, housing, community facilities / grounds, and the departmental fleet
- Lead the development and implementation of 5-year capital plans, annual workplans and associated policies (i.e. Housing Policy, Capital Asset Policy), that support sustainable service delivery and infrastructure renewal
- Support emergency preparedness, community safety, and operational continuity through proactive planning, risk management strategies, and cross functional collaboration
- Develop and oversee maintenance programs, including preventative and seasonal work, to extend asset life and reduce service disruptions for all community assets
- Develop and oversee asset management program development, including asset inventories, condition assessments (i.e. ACRS), defining levels of service, to extend asset life, reduce service disruptions, and support informed decision making
- In collaboration with the Director of Finance, manage operational budgets, procurement processes, and contracts in accordance with Malahat Financial Administration Law, and funding agreements (i.e. ISC, CMHC, NAHS etc.)
- Manage Municipal Type Service Agreements with external service providers (i.e. Fire Services, Curbside Collection) and associated funding agreements through Indigenous Services Canada or other funders
- Support the implementation of health and safety policies to ensure a safe and compliant work environment for staff, contractors, and community members
- The Director of Operations & Maintenance will supervise departmental staff, including housing and operations & maintenance staff, to support their respective duties, professional growth, and progress towards meeting departmental objectives promoting a positive, respectful, and accountable workplace culture
- Engage with community members, Council, funders, and technical advisors to support responsive, transparent, and inclusive service delivery
- Engage and collaborate with service support team at Indigenous Services Canada and maintain all funding and reporting requirements related to annual funding and inspections related to infrastructure in community

- Collaborate with leadership team to secure funding, develop proposals, and contribute to long-term capital and financial planning
- With support from the Director of Finance and in collaboration with the Housing Administrator, provide internal financial management support to the Housing team by monitoring expenditures across profit centers, to ensure appropriate financial practices within the department in accordance with Financial Administrative Law (FAL)
- Complete yearly budget planning and quarterly check-ins for the Operations & Maintenance Department profit centres in coordination with the Director of Finance
- Work is performed primarily indoors in an office environment. Off-site travel and extended hours are occasionally required for meetings, field inspections, and attending conference and training events
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in civil engineering, public works, construction management, facilities management, or a related field required and / or an equivalent combination of education, and experience
- Minimum of 5 years of relevant technical experience is required
- Minimum of 3 years supervisory experience in the environmental field required
- Criminal Record Check (CRC) required
- Valid BC Driver's license and reliable vehicle required.

OTHER EDUCATION AND EXPERIENCE:

- Master's Degree in a related field preferred
- Experience working in an Indigenous community and a willingness to learn about Malahat culture, customs, and traditions is considered an asset
- Certification and / or training in asset management, maintenance management, project management (e.g. PMP), or facilities operations is considered an asset
- WHMIS, First Aid, and other safety-related certifications is considered an asset

KNOWLEDGE, SKILLS, AND ABILITIES:

- In-depth knowledge of building systems, infrastructure, asset lifecycle planning, and preventative maintenance best practices
- Strong understanding of procurement, project budgeting, and contractor management in public or Indigenous sectors
- Ability to lead teams, manage complex schedules, and foster a strong team environment grounded in respect and accountability
- Ability to develop and implement goals, objectives, policies, procedures, and standards, with a focus on Malahat values
- Skilled in asset management planning, funding applications, and reporting to federal and other funding agencies
- Excellent time management skills with the ability to prioritize tasks, meet deadlines, and manage multiple deadlines simultaneously
- Effective verbal, written and oral communication, and interpersonal skills with the ability to collaborate with diverse stakeholders and communicate complex technical concepts to non-technical audiences
- Demonstrated leadership, strong motivational, team building, and time management skills
- Demonstrated ability to operate a wide variety of PC software programs including Microsoft office suites programs, financial tracking software, and records management

Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Please reference the JOB TITLE in the SUBJECT LINE.

Human Resources Department, Malahat Nation
In person, fax 250-743-3251 or via email
EMAIL: careers@malahatnation.com
WEBSITE: <https://malahatnation.com/jobs/>
DEADLINE: Recruitment Open Until Position Filled.