

JOB DESCRIPTION

Construction Contract Manager (KCLP)

REPORTS TO: Chief Executive Officer

LOCATION: Fully remote. Travel to sites will be required.

HOURS: Full-time, 35 hours per week. The schedule varies based on business needs.

POSITION OVERVIEW

The Construction Contract Manager is a key strategic role responsible for representing the interests of K'ómoks Economic Development Corporation (KEDC) on behalf of K'ómoks First Nation (KFN) in negotiations with construction companies for large-scale infrastructure and development projects. Reporting directly to the CEO, this individual ensures that all agreements align with KEDC's objectives, including profit-sharing, liability protections, and sustainable community benefits. The successful candidate will act as the signing authority for KEDC, manage contractual obligations, coordinate meetings, and serve as a liaison between all parties to ensure project accountability and success. Additionally, they will work closely with the four local governments - the City of Courtenay, the Town of Comox, the Village of Cumberland, and the K'ómoks First Nation - to ensure Joint Venture (JV) partners are awarded contracts within K'ómoks territory/Vancouver Island to receive quarterly profit shares. The negotiator will conduct regular outreach and research to identify potential new JV partners through industry networking and business evaluations.

KEY RESPONSIBILITIES

Contract Negotiation and Management:

- Negotiate construction contracts on behalf of KEDC with companies capable of managing complex, large-scale projects
- Ensure all agreements reflect the KEDC's profit-sharing expectations and delineate the construction company's liability
- Establish terms that promote the KEDC's long-term economic and social goals
- Keep up to date on large-scale projects being considered in the greater Courtenay and Comox areas

Liaison and Representation:

- Serve as the primary signing authority for KEDC in construction contracts
- Act as the central point of communication between KEDC, construction companies, and other stakeholders

- Collaborate with the City of Courtenay, the Town of Comox, the Village of Cumberland, and KFN to ensure contracts awarded to JV partners are within the K'ómoks territory

Oversight and Reporting:

- Monitor contract compliance and ensure obligations are met by all parties
- Provide regular updates and comprehensive reports to the CEO regarding project progress, contract performance, and financial outcomes
- Support the KEDC Finance Officer with JV partners' profit sharing per the terms of the agreement
- Work with KEDC's Communications Coordinator to support KFN member employment referrals

Partnership Development and Industry Networking:

- Conduct research to identify new JV partners by evaluating company profiles, industry reputation, and capacity
- Utilize resources such as the Better Business Bureau and word-of-mouth recommendations from industry professionals to assess potential partners
- Organize and attend monthly meetings with contractors to strengthen relationships, address concerns, and ensure alignment with project objectives
- Attend networking events that support KEDC's objective and grow relationships, grow with other Nations

Risk Management and Conflict Resolution:

- Protect KEDC's interests by ensuring liability remains with the construction company
- Identify potential risks, resolve disputes, and ensure adherence to agreed-upon terms

Strategic Guidance:

- Offer expert advice to leadership on construction partnerships and opportunities
- Develop strategies to maximize financial returns and community benefits from construction projects

KNOWLEDGE, SKILLS AND ABILITIES

- Strong negotiation and conflict resolution skills
- Exceptional communication and interpersonal abilities
- Expertise in contract law, risk assessment, and financial analysis
- Understanding of KEDC governance, values, and economic goals
- Familiarity with construction industry standards and practices
- Ability to build strategic partnerships that support advancing KEDC's interests
- High integrity and ability to make decisions in the best interest of the community



- Strong organizational skills to manage complex contracts and multiple stakeholders

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business, Construction Management, Law, or a related field
- Minimum of 5 years in contract negotiation, construction project management, or a related field
- Proven track record of managing contracts involving multi-party agreements and large-scale construction projects
- Combination of education and/or experience will be considered
- Lived experience that aligns with the position is welcomed
- Experience working with First Nations is an asset

Working Conditions

- The standard schedule is Monday to Friday, though days may vary based on position requirements. Evenings and weekends will be required
- Travel within BC is required

I, _____, accept the terms of this job description.

Signature

Date