Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0 Phone 519-289-5555 www.COTTFN.com

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: Director of Capital, Infrastructure & Asset Management
Department: Capital, Infrastructure & Asset Management
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON
Posting Date: September 21, 2026
Posting Closes: October 12, 2026

Summary:

Chippewas of the Thames First Nation is seeking an experienced and strategic leader to serve as the Director of Capital, Infrastructure & Asset Management. This position provides leadership in the planning, development, management and long-term sustainability of the Nation's capital assets and infrastructure. The Director will oversee the Public Works team and work collaboratively with Housing, Lands & Environment, Finance and other departments to ensure capital investments and infrastructure initiatives support community priorities, effective service delivery and long-term Nation Building.

As a member of the Senior Management Team, the Director will lead the development of multi-year capital and asset management plans, oversee major infrastructure projects, establish asset maintenance and replacement strategies, and support responsible financial stewardship. Working closely with the Administration Officer, Chief and Council, funding partners and community stakeholders, the Director will ensure capital and infrastructure decisions are informed by sound planning, financial analysis, risk management and the Nation's strategic priorities.

Responsibilities:

- Provide strategic leadership and oversight of the Public Works team, establishing operational priorities, supporting staff development and ensuring effective service delivery.
- Serve as a member of the Senior Management Team, contributing to organizational planning, budgeting, risk management and implementation of Chief and Council priorities.
- Develop and oversee short-, medium- and long-term capital, infrastructure and asset management plans aligned with community needs and available resources.
- Collaborate with Housing, Lands & Environment and other departments to identify, consolidate and prioritize capital projects, infrastructure improvements and asset requirements.
- Lead major capital and infrastructure initiatives, including project planning, funding, procurement, implementation and oversight.
- Establish and maintain asset management practices, including asset inventories, condition assessments, preventative maintenance plans and lifecycle replacement strategies.

- Identify infrastructure risks, maintenance priorities and long-term replacement requirements to support safe, reliable and sustainable community infrastructure.
- Work collaboratively with Finance to develop capital budgets, forecasts, funding strategies and long-term financial plans.
- Identify and pursue funding opportunities and oversee funding agreements with government, Indigenous and external funding partners.
- Oversee procurement, consultant engagement and contract management for major capital, engineering and construction projects in accordance with Nation policies.
- Provide reports, recommendations and technical advice to the Administration Officer, Senior Management Team, Chief and Council and relevant governance committees.
- Chair and provide leadership to the Capital & Infrastructure Working Group, coordinating departmental input and advancing recommendations through appropriate approval processes.
- Build and maintain effective relationships with funding agencies, governments, engineering firms, consultants, neighbouring municipalities and community stakeholders.
- Ensure capital and infrastructure activities align with applicable legislation, the Nation's Financial Administration Law, policies, funding agreements and governance requirements.
- Support emergency management planning, environmental sustainability, climate resilience and long-term infrastructure needs.

Qualifications:

- Bachelor's degree in Engineering, Civil Engineering Technology, Public Administration, Planning, Construction Management, Environmental Studies, Project Management or a related discipline.
- Minimum ten (10) years of progressively responsible leadership experience in capital planning, infrastructure, engineering, public works, housing or related fields, including at least five (5) years of senior management experience.
- Demonstrated experience developing and implementing capital plans, asset management frameworks, lifecycle strategies and preventative maintenance programs.
- Proven experience leading complex capital projects, infrastructure programs and organization-wide planning initiatives involving multiple departments and competing priorities.
- Experience administering multi-million-dollar capital budgets, securing infrastructure funding and managing procurement, engineering consultants and construction contracts.
- Strong knowledge of public works, infrastructure systems, asset management, financial stewardship, risk management and applicable regulatory requirements.
- Demonstrated ability to lead multidisciplinary teams, develop collaborative partnerships and communicate complex technical and financial information to executive leadership and governance bodies.
- Experience working with Indigenous Services Canada and other infrastructure funding agencies. Experience within a First Nation government is strongly preferred.

- Professional Engineer (P.Eng.), Project Management Professional (PMP), Certified Engineering Technologist (CET), or relevant asset management, municipal administration or infrastructure planning certification is considered an asset.
- Must provide a clear Criminal Record Check, possess a valid Ontario Class G driver's licence, have access to reliable transportation and maintain a minimum of $1 million in automobile liability insurance. Must be willing to travel and work evenings or weekends as operationally required.

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com
OR
320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Director of Capital, Infrastructure & Asset Management" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to human.resources@cottfn.com) for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.