



# Employment Opportunity

## Capital Projects and Facilities Manager

<b>Location</b>	Siksika Health Services	<b>Posted Date</b>	April 20, 2026
<b>Reports to</b>	Chief Operating Officer	<b>Deadline</b>	Open until filled.
<b>Position Status</b>	Term Contract	<b>Annual Salary</b>	Based on Experience and Education

### Position Summary

Siksika Health Services is undertaking multiple capital and infrastructure projects, including site development, facility upgrades, and new builds. The organization requires an experienced, field-oriented leader to oversee construction activities, coordinate contractors and consultants, and ensure all projects are delivered safely, on time, and to standard.

This role will also be responsible for all facilities and infrastructure across the organization, including fleet, security, reception, and contracted services. The position will establish and lead a centralized facilities and capital function.

This is not an administrative role. The position requires strong construction experience, technical judgment, and the ability to manage work across multiple trades while maintaining accountability for quality and outcomes.

### Responsibilities include, but will not be limited to:

#### Capital Projects

- Lead and oversee execution of capital projects including site works, facility upgrades, and new builds
- Act as the organization's on site representative during construction activities
- Coordinate contractors, subcontractors, consultants, and vendors across all phases of work
- Review drawings, specifications, and scopes of work to identify risks, gaps, and constructability issues
- Monitor schedules, budgets, and progress, and address delays or issues as they arise
- Support procurement including scope development, contractor selection, and review of change orders
- Ensure all work meets required quality, safety, and regulatory standards

#### Technical Oversight

- Provide practical, trade informed review of construction methods and building systems
- Identify risks related to constructability, sequencing, and long term maintenance
- Challenge and validate contractor and consultant recommendations where required
- Ensure appropriate involvement of engineers, architects, and specialists for design and code compliance decisions
- Monitor implementation of key systems including electrical, mechanical, fire protection, and site infrastructure

#### Facilities and Infrastructure

- Assume responsibility for all facilities, buildings, and site infrastructure across the organization
- Provide oversight to site level facilities staff responsible for day to day operations
- Oversee fleet operations, security services, reception, and contracted cleaning and maintenance
- Identify infrastructure gaps and implement corrective actions
- Support planning and prioritization of capital and maintenance projects

#### Systems and Operations

- Establish standardized processes for capital project delivery and contractor management
- Develop basic asset tracking and maintenance planning processes
- Build documentation and systems to support long term facilities management
- Strengthen accountability and performance across facilities and contracted services

#### Reporting

- Provide regular updates to the Chief Operating Officer on project status, risks, and operational issues
- Maintain accurate documentation of project activities, deficiencies, and resolutions
- Support reporting to leadership and funders as required



**Siksika Health Services** is a not-for-profit organization which provides Primary Care and Community Wellness support. The facilities are used by our Proud Siksika Nation Members and our friendly surrounding communities. We are a very enthusiastic, empowering and encouraging team. Our Mission is to strive for accountable efficient services delivery and our Vision is to proactively provide quality and holistic health care.

## Education & Experience

- Minimum 10 years of experience in construction, facilities, or infrastructure delivery
- Background as a superintendent, foreperson, or senior tradesperson preferred
- Experience managing construction sites and coordinating multiple trades
- Strong ability to read and interpret drawings, specifications, and technical documents
- Experience working with engineers, architects, and contractors
- Practical knowledge of building systems including electrical, mechanical, fire protection, and site infrastructure

## Other Requirements

- Valid driver's license and reliable transportation for community outreach and mobile testing.
- Criminal record clearance.
- Awareness of Indigenous languages and cultures (an asset).

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### **How to Apply**

\*Please contact **Siksika Health Human Resources** for full job description.  
Only those selected for an interview will be contacted.

\*For additional information or to apply, please submit your resume, cover letter, education documents, two reference letters and criminal record check to:

### **Siksika Health Services**

Human Resources Department  
HR Recruitment Officer

**Contact Info:**

**Email:** [Recruitment@siksikahealth.com](mailto:Recruitment@siksikahealth.com)

**Phone:** 403-361-1358

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