



**KENPESQ'T**  
TERRITORIAL OPERATIONS



3A – 492 Arrow Road  
Invermere, BC V0A 1K2



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[www.shuswapband.net](http://www.shuswapband.net)

## Senior Project Manager

*Open Until Filled*

**Job Type:** Full Time

**Salary:** \$75,000 - \$98,500

**Location:** Office-Based with Frequent Site  
Visits

**Schedule:** Monday-Friday, 9 am-4 pm

**Department:** Kenpesq't Holdings Limited

**Reporting to:** General Manager

**Start Date:** Immediately

### Job Description:

Kenpesq't is seeking an experienced Senior Project Manager to become an integral part of our growth-focused and agile team. As a Senior Project Manager, you will play a crucial role in growing Kenpesq't's capacity, including the ability to self-perform and function as a prime contractor on civil, forestry, and other industrial projects. Key responsibilities encompass building effective relationships with partners, cost estimating and bid submissions, collaborating with stakeholders to develop and maintain project schedules, creating and tracking detailed budgets, ensuring projects align with specifications, managing project documentation, identifying and managing risks, and implementing safety and quality control processes. The ideal candidate will facilitate effective communication among project team members, coordinate resources, monitor expenses, procure materials and services, and stay current with regulations. This is an incredible opportunity for a hard-working individual seeking a socially responsible role with competitive pay, superior work-life balance, and significant career growth potential. Come join the Kenpesq't team and help us build a better future.

### Responsibilities:

- Help grow Kenpesq't's capacity to self-perform and function as the prime contractor while fostering effective relationships with valued partners.
- Collaborate with internal and external stakeholders to develop and maintain schedules for civil earthworks, construction, forestry, maintenance, and operations projects.
- Prepare detailed and accurate project cost estimates for bid submissions including labour, equipment, materials, safety, subcontractors, overhead, taxes, insurance, and mark-up.
- Review drawings and understand the contract documents of each tender.
- Ensure project activities align with timelines, costs, and specifications.
- Prepare and maintain project documentation, including contracts, change orders, and progress reports.

- Identify and manage project and operational risks.
- Help develop, implement, and monitor site safety and quality control processes to ensure compliance with regulations, client, and company standards.
- Conduct regular site inspections and address any identified hazards or concerns promptly.
- Schedule and coordinate meetings, including agenda preparation and meeting minutes.
- Coordinate and allocate resources, including personnel and equipment, to support project and construction requirements.
- Monitor project and construction site expenses and assist in budget development and tracking.
- Procure equipment, materials, and services as needed.
- Help establish and maintain Safe Certification and other relevant industry-recognized credentials.
- Stay up to date with regulations and industry standards by attending educational events, reading relevant professional publications, nurturing personal networks, and actively engaging in professional organizations.

#### **Qualifications:**

- Bachelor's degree or diploma in Engineering, Construction, or a related field.
- PMP designation, or willingness to work towards it.
- C.E.T. or P.Eng designation preferred.
- A minimum of 10 years of progressive experience in project or construction management.
- Experience in identifying and growing self-performing capabilities, procuring material and supplies, and hiring sub-contractors.
- Strong knowledge of construction regulations and standards.
- Expertise in civil, earthworks and forestry construction projects and operations.
- Proven track record of accurate and competitive bid submissions for projects up to at least \$5 million.
- Ability to read, understand, and interpret engineering documents.
- Extensive pre-established network of healthy relationships with relevant companies and individuals.
- Comprehensive experience using Microsoft Project, Primavera P6, or other project management applications.
- Past Indigenous engagement experience or cultural sensitivity is an asset.
- Excellent communication and interpersonal abilities.
- Working knowledge of sharepoint.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong analytic skills, with the ability to quickly disseminate and report on information.
- Understanding of how to use AI and technology to support and assist in daily tasks.

#### **Kenpesq't offers a wide variety of perks including:**

- 2 weeks paid holiday over Christmas in addition to annual vacation.
- 32.5 hour work week.
- Employer matched pension plan after 3 months.
- Extensive health and benefits package.
- Employee training opportunities.
- Bi-weekly healthy food box program available.

### **About Kenpesq't**

We are a growing group of Indigenous economic development companies headquartered in Invermere, BC. Our focus is on maximizing benefit and building capacity for the Shuswap Band and local community through sustainable partnerships, reliable income sources, career and upskilling opportunities, and self-performed operations. The majority of our business is centered around territorial opportunities, with a concentration on civil and earthworks construction projects, mining and forestry operations, leasehold agreements, and other industrial and environmental services.

We conduct our operations safely and recognize that our people are our core asset. Growing economic opportunities through the expansion of our internal capacity and capabilities are key to our success. We are committed to balancing economic growth with responsible business. Our values include transparency, stewardship, and cultural heritage. We communicate openly, treat others with compassion and respect, and place emphasis on fairness and equity.

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band member will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on "Aboriginal Employment Preference."

***Please email your application to [hr@shuswapband.ca](mailto:hr@shuswapband.ca) with the subject line "[Position Name] – Application" by the closing date above to apply.***