

# *BCCA PROGRAM DELIVERY INC.*

## **JOB POSTING: Fencing Program Manager** **Full time, Temporary Employee**

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### **Description**

The Fencing Program Manager is a full time, temporary position with BCCA Program Delivery Inc. and is part of the fencing program team. BCCA PDI Fencing Program delivers ministry specification fences throughout the Province. This position requires a thorough understanding of fence construction that meets the requirements with respect to ministry specifications, agriculture concerns, forest health, environmental concerns and Indigenous heritage.

### **Duties**

- Deliver fences that meet identified Ministry standards while navigating the demands of Agriculture, Forestry, Environment and Indigenous sectors.
- Execute and manage contracts.
- Manage contractors.

### **Skills/Qualifications**

- Strong management skills to deliver third party contracts in a consistent and timely fashion.
- Extensive capabilities to manage timelines and team players.
- Conflict resolution skills
- Ability to liaise with Ministry (FLNRORD) District Staff, Range Branch Staff, and BCCA Program Delivery Inc. staff.
- Extensive knowledge and experience of tracking and implementing budgets.
- Extensive experience with Excel spreadsheets for the purpose of data entry, building pivot tables, program budgeting, tracking of expenditures, and preparing and delivering program reports to various ministries.
- Prepare annual reports for appropriate Ministries and BCCA Program Delivery Inc.
- Ability to present reports and conduct meetings at Ministry and Contractor levels. This may require presenting and public speaking.
- Ability to deliver and present PowerPoint presentations.
- Ability to track and prioritize fence applications
- Extensive experience with organizing and delivering timelines for tendering process.
- Experience with Word, Excel, PowerPoint and other Microsoft Office programs.
- Valid BC Driver's License
- Basic knowledge of GPS and Avenza systems
- Related experience with fence specifications for both Ministry of Transportation and Infrastructure (MOTI) and Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD).
- Knowledge or experience with the cattle industry, fence construction, or forestry are an asset.

### **Supervisor**

This position reports to the General Manager.

**Closing date:** Friday March 20, 2020 at 4:00 pm.

**Applications:** Please send cover letter, resume, and two letters of reference to the BCCA Program Delivery Inc. office by mail or email at #4-10145 Dallas Drive, Kamloops, BC V2C 6T4 Email: [bccattle@cattlemen.bc.ca](mailto:bccattle@cattlemen.bc.ca).  
Only short listed applicants will be contacted and may be required to undergo a background check with a satisfactory result.