

POSITION PROFILE

Fuel and Facilities Manager	
Dept: Government Services	Reports To: Government Services Director
Staff: <10	Revision Date: May 2026
PURPOSE	
<p>The Fuel and Facilities Manager manages the fuel tank farm and infrastructure facilities for the Vuntut Gwitchin First Nation (VGFN). It also oversees fuel deliveries for residents and custodial services for VGFN Buildings in Old Crow. The position also works with the Government Services Director to lead planning processes to align strategy with operations to deliver services in the best interest of VGFN Citizens.</p>	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> 1. Department Operations - Manages the day-to-day operations and department staff. Organizes team activities, communicates work goals, develops plans to accomplish goals, evaluates progress, and distributes information. Prepares estimates and work schedules and submits work orders to purchase materials as required. Oversees fuel inventories and the performance of maintenance activities and custodial services to ensure proper operation of VGFN buildings. 2. Planning - Develops work plans and strategies aligned to the needs of Citizens and implements standards and procedures to support the administration, such as routine service schedules for delivery drivers for fuel delivery and janitorial services. 3. People Management – Manages direct reports and operations by establishing work plans with subordinate staff, evaluating activities and progress, time management, addressing concerns, and communicating direction and expectations. Promotes capacity development through coaching, performance evaluation, encouraging individual development, and manages personnel issues and problem solving. 4. Review - In collaboration with the Director, evaluates services by tracking data such as operations availability, costs and other metrics. Ensures information is considered in decision making and adapts strategies and approaches as required. 5. Project Management –Manages project stakeholders, planning, development, and implementation and ensures projects, as assigned by the Director, are completed within approved budgets and timeframes. Monitors agreements and ensures compliance with financial reporting requirements of funding agencies. 6. Financial Management - Assists the Director to develop and manage financial resources such as fuel management reports, annual budget and expenditures, contracts, variance reports, and the administration and financial reporting of programs. This position will be required to assist in the inventory verification to support the annual financial audit. 7. Communications - Leads or supports the Director to conduct regular sessions and meetings with the public to communicate information and consult about Departmental activities. Responds to Citizen concerns as they arise. 8. Emergency Management - Responds to crisis situations in Old Crow and consults with appropriate parties to identify and achieve solutions. 	

ACCOUNTABILITY & IMPACT	
<ul style="list-style-type: none"> • Department staff are engaged, supported and productive. • A trusting and collaborative relationship exists with colleagues, Citizens, and external contacts. • Management receives accurate information to make informed decisions. • Records for all VGFN owned and operated assets are maintained. • Service provision and required maintenance comply with safety standards and unsafe conditions are identified to avoid unnecessary risk, damage or accident. • The provision of services to Citizens and residents of Old Crow is compliant with relevant legislation and policy. • The VGFN Standards of Conduct are modelled and promoted. 	
FINANCIAL CONTROL	
Annual budget under direct control of this position:	Moderate (<\$3M)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < \$5k.
WORKING CONDITIONS	
Environment:	Work is in an office and warehouse environment. It also visits work and construction sites which may be in extreme cold temperatures.
Physical:	Occasional moderate activity including lifting, walking, standing, bending, and climbing ladders.
Hazards/equipment:	Exposure to dust, odors, mould, oil, fumes, noise which can cause injury, illness, or irritation to the senses. Exposed to stress, emotional fatigue and verbal abuse.
Travel:	None.
<p><i>This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.</i></p>	

POSITION COMPETENCY PROFILE

Knowledge & Experience	<p>Certificate or training in trades, engineering and/or maintenance operations. Certification in a trade or degree in engineering or diploma in engineering technology is an asset.</p> <p>Considerable experience (5+ years) in fuel and/or maintenance operations. Experience in an Indigenous community is an asset.</p> <p>Considerable (5+ years) experience motivating and managing staff, overseeing finance (budgets and procurement), policy and governance.</p> <p>Proficiency in Microsoft Office (Word, Excel, PowerPoint, OneNote and Outlook)</p>
Behavioral Competencies	<ul style="list-style-type: none"> • Respect and Integrity • Time management • Developing others • Attention to detail • Decision making • Communication (verbal and listening) • Self-awareness • Collaboration • Analytical and problem solving • Confidentiality
Conditions of Employment	<ul style="list-style-type: none"> • RCMP Criminal Records Check • Class 5 Drivers License • WHMIS and Transportation of Dangerous Goods Certification is an asset