

Job Title

General Manager

Reports To

Board of Directors

Direct Reports

6 - Operations Manager, HSE Manager, Maintenance Manager, Financial Controller, Project Management Staff (2-3)

About 4 Evergreen Resources LP (4EG)

4Evergreen Resources (4EG) is a resource-based Civil Construction, Reclamation, Custom Clearing, and Stump to Dump logging company 100% owned by Saulteau First Nation's (SFN). 4EG services the Energy, Mining, Utilities, and Forestry sectors. Our key ingredient is the people behind the company and our excellence is solidly anchored in experienced personnel, quality equipment, and sound HSE and Project Management performance.

4Evergreen Resources LP is located near Chetwynd, BC.

Your Role

General Manage of a major civil and harvesting construction company, with revenues exceeding \$40 million annually, operating across all resource sectors, in a complex and challenging commercial environment. The ideal candidate will be highly capable senior leader who is comfortable working in a complex organization where your skills in people management, finance, governance, and risk management are highly valued. You must be knowledgeable and adept at supporting the financial management aspects of businesses. have demonstrated experience and oversight in managing existing business operations, experience in evaluating new investment opportunities, developing and communicating a long-term strategic plan. You excel at leading a team and thrive at building, coaching, and mentoring individuals. Must be able to balance entrepreneurial spirit with operational discipline and sound governance, and understand the importance of accountability and transparency in an organization across every level. You thoughtfully, respectfully and skillfully engage with your stakeholder communities to drive respectful relationships to enable long-term success.

Duties and Responsibilities

The role of General Manager includes the following responsibilities:

Company Administration

- Proper administration of the company
- Develop and maintain client relationships
- Assist in the establishment of scope, quality, and budget of projects
- Oversee the activities of the management team to ensure that all operational and financial activities are being performed as required under the corporate policies and applicable regulatory and contractual requirements
- Ensure the effective and efficient management of all the details for several activities and projects simultaneously
- Develop and implement approved policies and procedures, as required

- Develop and implement approved annual operational work plans and budgets, and project plans and budgets as approved by the clients' project leadership per contractual requirements
- Develop and submit RFP's, tendered bids and/or negotiate open book contracts and/or pricing with prospective clients as per their applicable procurement processes
- Ensure SFN mandate of utilizing SFN member-owned business entities whenever and wherever possible, is met, as per the Employment and Hiring Policy
- Ensure SFN mandate of recruiting, hiring, training, mentoring, and employing SFN citizens and community members as a first priority is met as per the Employment and Hiring Policy
- Review status reports prepared by the management team and- modifies work plans, schedules and budgets as may be required; and
- Prepares and submits all applications, documentation and reports as required by government and/or government agencies, financial institutions, funders, auditors, WCB, insurance companies, EDC and the 4EG BoD, unless otherwise assigned to other management team members or staff

Operations Management

- Directs and coordinates activities of Project Managers and management team to ensure activities and projects progress on schedule and within prescribed budgets
- Confers with Project Managers and personnel to provide technical support and advice and to resolve problems
- Track project performance, analyze the successful completion of assigned projects and activities
- Meet budgetary objectives, and make adjustments to project constraints based on financial analysis and the interests of the company
- Ensure that each person completes their work in the correct order and on time for the projects to progress efficiently
- Enforce safety rules and ensure that all workers have the required knowledge, information, resources, equipment, tools, supplies and vehicles to perform their tasks safely and correctly
- Interface with trade professionals, unions, lawyers, and government officials to obtain the necessary permits, approvals and required variances to perform the required activities to complete activities and projects on time and on budget; and
- Report and communicate to Board of Directors regularly and as required

Staff Management

- Delegate project staff based on individual strengths, skill sets and experience levels
- Conduct performance appraisals with program team members, providing constructive feedback and recommending actions for improvement
- Provide positive leadership and motivation to all staff, encouraging a team approach, professional attitude and appearance, personal wellness, conflict resolution and inter-personal skills and relationships
- Identify and enable professional development, training, mentoring, and learning needs of staff; and
- Use and continually develop leadership skills

Community Engagement

- Hold semi-annual SFN Member owned business forum/meetings to discuss scheduling, timeframes, funding limitations, procedures for accomplishing activities or projects, assigning duties and responsibilities and scopes of authority, staffing, and recruiting requirements, subcontracting procurement requirements and allotment of available resources to various phases of projects and activities, and coordinating project activities with activities of government regulatory or other agencies; and
- Assist and mentor existing SFN member owned businesses to improve and expand the professional aspects of their businesses

Qualifications

- A Registered Professional Forester (RPF), Project Management Professional (PMP), or Construction Professional with a degree or certificate in business management preferred
- Minimum of 5 years experience in a senior operational leadership role in the field of Civil Construction, Forestry Operations, and/or Oil and Gas
- Detail oriented with strong operational, analytical, time management and organizational skills
- Proven track record of estimation and negotiation of complex clearing and civil contracts within resource sectors (forestry, mining, utilities, and oil & gas)
- Well-developed problem solving and conflict resolution skills
- Excellent oral and written communication skills
- Proficiency with MS Word, Excel, PowerPoint, and Outlook
- Must possess a high level of professional integrity for handling confidential information