

Division Manager, East Kootenay

Location: Kimberley, British Columbia

Salary: \$105,000 – \$125,000 annually (commensurate with experience)

Position Type: Full-Time, Temporary (Leave Coverage). While the role is temporary in nature, employment may be considered for future opportunities at the Company at its discretion.

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Company Overview

Geoterra Integrated Resource Systems Ltd. is a leading consulting firm based in British Columbia that specializes in forestry, environmental, and natural resource services. We pride ourselves on delivering high-quality, safe, and practical solutions across the province. Our reputation is built on collaboration, technical expertise, and strong Indigenous partnerships. At Geoterra, we offer a positive and professional work environment with meaningful career growth and development opportunities.

Position Overview

Reporting to the Operations Manager, this position will have a diverse workload that will include clients from industry (forestry, oil and gas, mining, utilities), municipalities and Indigenous Groups. This is an office-based position, that will require work in the field and business travel. You will be responsible for operations and personnel/staffing in the region which may include oversight of subcontract staff and third-party service providers (as needed).

CCI Core Values

Operate with Integrity

Service With Intention

Commitment, Collaboration, Innovation

Key Responsibilities

Business Building and Development

Direct the execution of business development strategies to expand relationships and opportunities in the region, increase revenue, and achieve financial goals. Identify and evaluate new markets, partners, and service opportunities. Develop and maintain industry relationships to stay informed on trends, regulations, and client needs. Oversee proposal development, contract negotiations, and collaboration with internal stakeholders to support strategic growth.

Stakeholder Engagement and Consultation

Build and maintain strong relationships with Indigenous communities, government agencies, clients, and other stakeholders. Facilitate consultation processes and incorporate traditional knowledge into forest planning.

Health and Safety

Ensure all operations adhere to health and safety regulations, policies, and procedures. Conduct risk assessments and implement safety protocols for field and office activities.

Employee Mentorship

Foster a culture of continuous learning and professional development. Implement mentorship programs and provide guidance to junior staff to support career growth and knowledge sharing. Lead multidisciplinary team of foresters, technicians, and administrative staff. Setting performance standards for staff and subcontractors. Deployment of staff, 3rd party subcontractors and equipment to meet client goals.

Budgeting and Financial Oversight

Developing internal processes to increase efficiency and reduce costs while scaling for significant growth. Identifying and providing solutions for bottlenecks in the divisional operations. Oversee the completion of briefing notes, work plans, budget forecasts, expenditure reports, equipment inventories, contract agreements, and other materials required by the General Manager Forestry to support informed communication, decisions and risk assessments in the region. Complete Financial analysis and evaluations to increase gross margins. Facilitate grant and proposal writings and support project managers with budget management.

Operations

Coordinate logistics, resources, and reporting across multiple active projects. Maintain high-quality data integrity and ensure compliance with all regulatory guidelines. Ensure adherence to provincial regulations, environmental standards, and safety protocols. Conduct audits and inspections to enforce compliance.

Qualifications

- 5–10 years of progressive experience in forestry operations, including supervisory or managerial roles.
- A bachelor's degree in forestry, forest management, environmental science, or a related field is usually required.
- Registration: Registered Forest Technologist (RFT) or Registered Professional Forester (RPF) with the FPBC (Preferred)
- Experience in forest planning, silviculture, harvesting operations, and regulatory compliance is highly valued.
- Knowledge of British Columbia's forest legislation, policies, and sustainable forest management practices.
- Proficiency in GIS, forest inventory systems, and other forestry-related technologies considered an asset.
- Experience supervising or leading teams of technical or professional staff
- Developing and delivering management plans, reports, or policy recommendations.
- Excellent communication and stakeholder engagement abilities, especially with Indigenous communities, government agencies, and industry partners.
- Driver's License: Valid Class 5 BC driver's license (Required)
- Safety Certifications: Level 1 First Aid; ability to pass drug and alcohol testing
- Skills: Organized, detail-oriented, and capable of leading diverse field crews safely and efficiently

Additional Assets

- Experience working in northern or remote regions like the Peace Region.
- Familiarity with climate adaptation strategies, wildfire risk reduction, and biodiversity conservation.

Job Highlights

- Competitive Compensation: \$105,000 – \$125,000 per year, based on experience
- Comprehensive Benefits: Extended health and dental benefits for you and your family
- Travel & Per Diem: Paid travel expenses, accommodations, and daily per diem for field assignments
- Professional Growth: Support for training, development, and payment of professional dues
- Diverse Work: Office and field-based work across a range of project types and client profiles

- Team Environment: Join a positive, safety-focused team that values integrity and innovation in forestry

How to Apply

If you are excited by the opportunity to take on this challenging and rewarding role, please submit your cover letter and resume (in PDF format) via email to hr@ccisolutions.ca.

Please include “Division Manager, Kootenay Region – Your Name” in the subject line of your email. Application Deadline: This posting will remain open until the successful candidate is hired (applications will be reviewed on a rolling basis). We encourage interested applicants to apply early. We thank all applicants for their interest in joining our team. Only short-listed candidates will be contacted for an interview. We look forward to hearing from you!