

# LAC DES MILLE LACS FIRST NATION

## EMPLOYMENT OPPORTUNITY – TECHNICAL SERVICES/ PROJECT MANAGER

### *Position Summary*

Lac des Mille Lacs First Nation is currently seeking a Technical Services / Project Manager. As the First Nation continues to advance its goal of re-establishing and growing the community, this position will be integral towards meeting the objectives and direction as set out by the First Nation. Under the direction of the Band Administrator, this individual will provide Technical Services and Project Management to the First Nation.

The preferred candidate will assist and advise in the planning, development and reporting for the major and minor capital infrastructure projects, and community facilities. They will be involved in the planning, development, estimating, inspecting and reporting for the operation and maintenance of infrastructure and community facilities. The Technical Services /Project Manager will also be responsible for assisting, verifying and maintaining an inventory of community assets, as well as participating in the transfer of technical knowledge to other staff and members of the First Nation.

### *Required Skills & Qualifications*

- 1) A thorough knowledge of engineering and architectural principles and practices as they relate to planning, designing, construction, and operations and maintenance.
- 2) Knowledge and skills in the planning and coordinating of major and minor capital projects, and in construction, operating and maintenance programs.
- 3) Establishing effective working relations with First Nation colleagues and other levels of government and agencies where there is a shared goal or concern.
- 4) A graduate from an accredited institution, and related experience pertaining to First Nation capital assets, programs and community.
- 5) Diploma in the Engineering Technician / Technology related fields with five (5) to ten (10) years relevant experience.
- 6) Practical and theoretical experience in design, construction, operation and maintenance of community infrastructure.
- 7) Excellent written and verbal communication skills.
- 8) Excellent computer skills, MS Word, Excel, Power Point, and design programs.
- 9) Knowledge of First Nation, Federal and Provincial governments and ministries.
- 10) Valid Driver's License and a vehicle.

Along with their resume and cover letter, applicants must submit a current criminal record check and three references. Application packages must be submitted by **Wednesday, November 29th 2017 at 3:00 p.m. EST to:**

**HIRING COMMITTEE**  
**Lacs des Mille Lacs First Nation**  
**1100 Memorial Avenue, Suite 328**  
**Thunder Bay, ON**  
**P7B 4A3**

**Telephone: (807) 622-9835 • Fax: (807) 622-9866 • E-mail: [info@lacsdesmillelacsfirstnation.ca](mailto:info@lacsdesmillelacsfirstnation.ca)**

## ***Location***

Thunder Bay, ON and Lac des Mille Lacs First Nation Reserve 22A1

## ***Duties***

### ***Project Management***

- A. Oversee the Planning, Design, and Construction of Capital Projects with significant experience undertaking various construction related processes as required.
- B. Excellent working knowledge of Indigenous Affairs & Northern Development Canada (INAC) programs, policies and regulations.
- C. Experience and administration of Major Capital Project phases, Initial Feasibility Studies, Approval phases, Environmental, Design and Construction and Post Project Activities.
- D. Provide advice regarding the planning, management, inspection, and reporting for the major and minor capital infrastructure, community and education facilities, and construction of on-reserve housing.

### ***Community Planning and Development***

- A. Assist in establishing a comprehensive community capital plan.
- B. Knowledge of engineering and architectural principles and practices as they relate to planning, design, construction, and operations and maintenance.
- C. Knowledge of Water and Wastewater facilities. Overseeing water quality, wells and pumps, disinfection, water testing, legal requirements, record keeping, safety, and common treatment methods.
- D. Experience in the planning and development of Commercial Facilities, Buildings and oversee the ongoing operations and maintenance.
- E. Assist in establishing five (5) year minor capital plans to address the identified needs of the First Nation.
- F. Review the progress and the implementation of the capital plan by re-addressing funding levels to ensure maximum benefits and to meet emerging needs of the First Nation as they may arise.
- G. Assist in the development of project objectives, scope of work, project substantiation and the identification of project methodology.
- H. Assist in preparing detailed cost estimates of capital projects and funding plans.
- I. Advise on the technical terms and conditions required by various funding agencies on major and minor capital projects.
- J. Assist in the preparation of maintenance programs including budgets and annual expenditure cash flow.
- K. Advise on the technical terms and conditions required by funding agencies for operation and maintenance funds.
- L. Identify potential problems and advise on maintenance practices and procedures that will maximize performance within the limitations of financial resources.

### ***Capital Projects / Technical Advisory Functions***

- A. Gather and review project data and supporting documentation for incorporation into project Terms of Reference.
- B. Advise and review project funding submission to ensure technical accuracy and validity of costs estimates.
- C. Assist on project proposals to ensure consistency and compliance with the funding agency.
- D. Monitor projects by attending project meeting sand carrying out site inspections.
- E. Monitor and report on progress of individual projects to provide and update of the current capital plan.
- F. Advise on action to be taken in the event of project delays, cost overruns or other difficulties.
- G. Monitor progress on construction projects and maintenance programs and prepare reports identifying potential or real problems and providing recommendations for their correction.

### ***Technical Training***

- A. Provide and maintain a current library of available technical training seminars and workshops.
- B. Ensure staff are aware of available technical and capital management training. Identify potential training required in operations, maintenance and capital programs.
- C. Keep abreast of technological changes, skills and procedures and advises as to criteria and documentation required by the various funding agencies.
- D. Provide guidance on technical policies, standards, and codes.

### ***Travel***

As required

### ***Compensation***

To commensurate with education and experience

**Note:** We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted. If you have further questions about the position, please feel free to contact Quentin Snider, Band Administrator at (807) 622-9835 extension 222 or email at [quentinlaptop@tbaytel.net](mailto:quentinlaptop@tbaytel.net).