

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Manager of Technical Services

PURPOSE OF THE POSITION

The Manager of Technical Services, under the direction of the Chief Executive Officer (CEO) or their designate of Matawa First Nations Management will be primary responsible to provide advisory services to Matawa First Nations Management and its First Nations communities on all functions of technical services and the development of these services.

SCOPE

The Manager of Technical Services will be the main point of contact for all technical services developments and projects. The Manager of Technical Services will coordinate and direct the Technical Services Department and staff members. This position shall assist and provide advisory services to Matawa First Nations Management and their First Nations communities on all aspects of technical services and the development of these services.

PREFERRED QUALIFICATIONS

- Possess a post-secondary Degree or Diploma in Engineering/Technician or related field with a minimum of 5 years of experience in the provisions of technical advisory services
- Must have a Professional Engineering License
- Knowledge of standard laboratory testing methods for water and wastewater facilities
- Knowledge of mechanical and electrical systems utilized in water/wastewater facilities and the distribution/collection systems
- Knowledge of Indigenous Services Canada's (ISC) major and minor capital approvals process
- Knowledge of ISC's Integrated Capital Management Systems (ICMS)
- Experience with GPS and GIS (ArcView/ArcInfo), and cartography would be an asset
- Experience with working with First Nations members and communities
- Understanding of First Nations Governments, culture, traditions, and lifestyles
- Experience preparing program budgets ranging up to one million dollars and completing associated required reporting
- Management and supervision of staff including annual performance evaluation.

RESPONSIBILITIES

The duties and responsibilities of the Manager of Technical Services will include working in conjunction with First Nations, external organizations and all levels of government. Specific duties include:

- Provide technical advisory services in all functions of technical services including but not limited to water and wastewater, and project management including water supply treatment distribution, sewage, collection, solid waste collection, and buildings and other municipal services
- Prepare and assist in development of terms of reference for each phase of project development

- Assist Tribal Councils and First Nations communities with ensuring that design and construction complies with all codes and guidelines
- Provide advisory services on an issue that may arise with Water and Wastewater
- Assist First Nations communities with the preparation of annual capital asset reports
- Prepare and complete Inventory system (CAIS) reports
- Review minor capital funding submissions for First Nations communities
- Advocate and liaison between Government agencies and First Nations communities
- Assist with the development of technical codes and ensure technical requirements are considered and adhered to at all times
- Advise First Nations communities on their negotiations with consultants, contractor, suppliers, and Government agencies
- Assist communities with the identification and the development of capital projects and (First Nation Infrastructure Investment Plans (FNIIP)
- Adhere to, implement, review, and improve Matawa First Nations Management's Quality Management Systems as it relates to provisions of this position and department
- Participate in the development of goals, objectives, policies and procedures for Matawa First Nations Management.
- Perform other duties when assigned

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Possess a post-secondary Degree or Diploma Engineering/Technician or related field with a minimum of 5 years of experience
- Professional Engineering License would be considered an asset
- Knowledge of standard laboratory testing methods for water and wastewater facilities
- Knowledge of mechanical and electrical systems utilized in water/wastewater facilities and the distribution/collection systems
- Knowledge of construction methods and inspection
- Knowledge of ISC's major and minor capital approvals process
- Knowledge of ISC's Integrated Capital Management Systems (ICMS)
- Experience with GPS and GIS (ArcView/ArcInfo), and cartography would be an asset
- Experience with working with First Nations members and communities
- Understanding of First Nations Governments, culture, traditions, and lifestyles
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point, etc.).
- Knowledge of Federal and Provincial projects approval and permit process
- Strong product management skills
- Teaching experience would be considered an asset
- Knowledge and experience working with First Nations organizations and familiarity with First Nations culture, history and governance is considered an asset
- Excellent verbal and written communication skills and demonstrates organizational skills, with an emphasis on collaborative problem solving

- High level of confidentiality, personal and professional integrity
- Able to build working relationships with First Nation communities and partners.
- Hold a valid Ontario Driver's License and have access to a reliable vehicle

Skills

The incumbent must demonstrate the following skills:

- Excellent communication both oral and written
- Excellent organizational skills
- Excellent interpersonal skills
- Management and project development skills
- Strong analytical, evaluation, and assessment skills
- Knowledge of Microsoft computer applications
- Must be self-motivated with the ability to work independent or part of a integrated team
- Ability to maintain friendly public relations and partnerships
- Strong critical thinking skills and ability to multitask
- The ability to speak and interpret Ojibway, Oji-cree, Cree would be considered an asset
- Must have a valid Ontario Driver's License

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Manager of Technical Services. The incumbent must also demonstrate the following personal attributes:

- Reliable
- Punctual
- Multi-tasking
- Organizational skills
- Project management skills
- Cultural awareness
- Professional
- Leadership abilities

WORKING CONDITIONS

The Manager of Technical Services will be required to work both in an office setting and may be required to travel locally and have interactions with First Nations. The work may be subjected to unscheduled hours and may be required to work overtime if necessary. The Manager of Technical Services working conditions consists of office and field work (i.e. First Nations communities and remote communities) to perform the roles and responsibilities associated with this position.

Physical Demands

The Manager of Technical Services may have to travel locally and throughout the community in all weather, small aircraft or spend prolonged amount of time in a vehicle. They may have to lift, carry and manage equipment and supplies. They may be required to walk long distances outdoors over rough terrain, carrying heavy equipment. May be required to wear specialized safety equipment which can be heavy and overly warm. They may have to work odd or long hours at a time to complete special requests or projects to meet deadlines. The Manager of Technical Services may have to spend long hours sitting or walking and the use of office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Manager of Technical Services may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Manager of Technical Services find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. The Manager of Technical Services will be subjected to working outside where they may be exposed to insects, and weather conditions. The occasional site visits may be required to industrial sites at times. All site-specific safety controls must be adhered to along with site specific safety training and equipment.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The office environment may be noisy and busy making it difficult for the Manager of Technical Services to concentrate.

Mental Demands

The Manager of Technical Services will have to manage a number of requests and projects at one time. They also must be aware of all Tribal Council business in the community and any relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Chief Executive Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.