

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Infrastructure Projects Coordinator

PURPOSE OF THE POSITION

Matawa First Nations Management (Tribal Council) provides technical advisory services to our nine-member First Nation communities in Northern Ontario. The Infrastructure Projects Coordinator will be located in the Thunder Bay branch office and will report directly to the Manager of Technical Services.

RESPONSIBILITIES

- Develop Applications for community infrastructure,
- Develop Terms of References and Requests for Proposals for Engineering and Project Management Services for Capital projects,
- Participate in Project Team meetings for Capital Infrastructure Projects,
- Project manage infrastructure projects from beginning to end, including financial tracking, progress & completion reporting, cashflows, progress claim reviews & payment processing approvals, coordinating meetings, preparing and distributing project meeting minutes, assist with general project coordination, etc.,
- Project Manage repairs to water and wastewater systems and other community infrastructure;
- Provide Field Inspection Services on minor repairs to infrastructure as needed;
- Assist with fleet management of Technical Services service vehicles,
- Work closely with NIBI Services on water and wastewater projects;
- Assist with the implementation and/or development of maintenance management systems with respect to community assets (i.e., water treatment plants, water distribution systems, sewage treatment facilities, sewage collection systems, diesel generators, schools, etc.);
- Assist with the development and coordination of potable water and wastewater systems operator training;
- Assist First Nations with O&M Reports, and First Nation Infrastructure Investment Plans (FNIIP);
- Assist with Asset Conditioning Reporting Systems (ACRS) and Integrated Capital Management Systems (ICMS);
- Assist with the maintenance and/or development of an operation and maintenance manual library for community assets;
- Assist in ensuring that the related facilities and infrastructure are kept in a safe operable and working condition, with special emphasis on preventive maintenance and building systems operation;
- Assist in the inventory and ordering of required maintenance and service supplies needed within our member First Nation water/wastewater facilities and collection and distribution systems;
- Assist external organizations and/or contracted service organizations with service related to specialized equipment operation and maintenance;
- Assist with the coordination of general and routine facilities maintenance and infrastructure building repairs as directed, to include good housekeeping practices for the assigned assets and maintenance shop environment;

- Maintain appropriate file management system in accordance with Matawa First Nations Management's and applicable authorities (funding agencies);
- Assist in and verify services performed by contracted service companies as directed;
- Assist with the completion of various reports related to capital projects, infrastructure,
- Liaise with consultants, utilities, government agencies, and other third parties as necessary,
- Provide contract administration/project management as required
- Travel to remote locations by vehicle and plane as required to attend meetings, complete inspections, or as otherwise required/requested;
- Prepare general correspondence and reports as required,
- Prepare proposals for various infrastructure programming as required,
- Manage program budget and prepare annual reporting to Manager of Technical Services as required;
- Additional duties as required or requested by the Manager of Technical Services or his/her designate.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Diploma in Engineering and Certified Engineering Technologist or in the process of receiving certification;
- 5-10 years of experience working on infrastructure projects;
- Knowledge of mechanical and electrical systems utilized in water/wastewater facilities and distribution/collection systems.
- Should have knowledge of Indigenous Services Canada's (ISC) major and minor capital approvals process;
- Should have knowledge of Indigenous Services Canada's Capital Asset Management System (CAMS);
- Knowledge of First Nations Governments, Native Culture, traditions and lifestyles;
- Experience with Automated Computer Aided Automated Drafting (AutoCAD) an asset;
- Experience with working with First Nations;
- Project Management Experience an asset;
- Knowledge of Federal and Provincial Projects approval/permitting process would be an asset;

Skills

The incumbent must demonstrate the following skills:

- Excellent communication, oral, and written skills
- Excellent organizational skills
- Excellent interpersonal skills
- Must have strong analytical, evaluation and assessment skills, and knowledge of computer applications (Microsoft Office) and some Automated Computer Aided Drafting (AutoCAD) is an asset;
- Must be self-motivated with good communication skills and the ability to work independently with minimal supervision
- Ability to speak and understand Ojibway/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 Infrastructure Project Coordinator,

The incumbent must also demonstrate the following personal attribute

- Reliable
- Punctual
- Multi-tasking

WORKING CONDITIONS

The Infrastructure Projects Coordinator will work both in an office setting and may be required to travel to the field (i.e., First Nation communities, remote communities) to perform the roles and responsibilities associated with their position.

Physical Demands

The Infrastructure Projects Coordinator may have to travel in all weather, in small aircraft or spend prolonged periods of time in a vehicle. They may have to lift, carry and manage equipment and supplies. The Infrastructure Projects Coordinator may have to walk long distances outdoors over rough terrain, carrying heavy field equipment. They may have to wear specialized field or safety equipment, which may be heavy and overly warm (i.e., steel toed boots, hard hat, chest waders etc.). The Infrastructure Projects Coordinator, while outdoors, may be exposed to various insects, and weather conditions (hot, cold, rain, snow). They may have to work odd or long hours at a time to complete special requests or projects. The Infrastructure Projects Coordinator may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

Office setting:

The Matawa Building may be a busy facility. The Infrastructure Projects Coordinator may have to work with a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of Matawa First Nation Communities. The Infrastructure Projects Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Field setting:

The Infrastructure Projects Coordinator may be required to work various weather conditions (hot, rain, snow cold). They may have to work alone in the remote environments and wilderness (local wildlife). Field work can be physically demanding (carry heavy loads, walking for long periods in rough terrain). The Infrastructure Projects Coordinator may be required to carry and use safety gear (i.e., first aid, radios, life jackets, GPS, compass, protective gloves or glasses, and navigate a map). They may have to work long periods outdoors, and may be exposed to various insects and some remote camping. Occasional site visits may be required to industrial sites. 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/wrist strain and occasional headaches.

Mental Demands

The Infrastructure Projects Coordinator will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council policies and procedures. They may have to

complete a number of tasks and responsibilities at one time, and must be prepared to deal with stressful situations. Travel and field work may cause fatigue.

