

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Community Development Engineer/Technologist

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 Community Development Engineer/Technologist will be located at 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;
- Take lead and initiative on Community Development Projects;
- Participate in Project Team meetings for Capital Infrastructure Projects;
- Manage infrastructure projects from beginning to end, including financial tracking, progress and completion reporting, cashflows, progress claim reviews and payment processing approvals, coordinating meetings, preparing and distributing project meeting minutes, assist with general project coordination;
- Manage repairs to water and wastewater systems and other community infrastructure;
- Provide Field Inspection Services on minor repairs to infrastructure as needed;
- Work closely with NIBI Services on water and wastewater projects;
- Assist First Nations with O&M Reports, and First Nation Infrastructure Investment Plans (FNIIP);
- Assist with 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 with 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;
- Maintain appropriate file management system in accordance with Matawa First Nations Management's and applicable authorities (funding agencies);
- Assist with 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 required;
- Provide contract administration/project management as requested;
- 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 the 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:

- A Degree in Engineering and/or a Diploma in Engineering Technology or at a minimum is in the process of obtaining 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;
- Knowledge of Indigenous Services Canada's (ISC) major and minor capital approvals process;
- Knowledge of Indigenous Services Canada's (CAMS) Capital Asset Management System;
- Experience with working with First Nations;
- Knowledge of First Nations governments, native culture, traditions and lifestyles;
- Experience with Automated Computer Aided Automated Drafting (AutoCAD) an asset;
- Project Management experience an asset;
- Knowledge of Federal and Provincial projects approval/permitting process an asset.

Skills

The incumbent must demonstrate the following skills:

- Excellent communication, oral, and written skills;
- Excellent organizational skills;
- Excellent interpersonal skills;
- Strong analytical, evaluation and assessment skills and knowledge of computer applications (Microsoft Office) and some Automated Computer Aided Drafting (AutoCAD) is an asset;
- 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 the Community Development Engineer/Technologist position.

The incumbent must also demonstrate the following personal attributes

- Reliable;
- Punctual;
- Ability to multi-task.

WORKING CONDITIONS

The Community Development Engineer/Technologist 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 the position.

Physical Demands

The Community Development Engineer/Technologist 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 Community Development Engineer/Technologist 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 Community Development Engineer/Technologist, 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 Community Development Engineer/Technologist 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 Community Development Engineer/Technologist may find the environment to be busy, noisy and will require excellent organizational, time and stress management skills to complete the required tasks. The Community Development Engineer/Technologist may have to work with a number of people and multiple projects at one time, and may be interrupted frequently to meet the needs and requests of Matawa First Nation Communities.

Field Setting:

The Community Development Engineer/Technologist may be required to work in 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 on rough terrain). The Community Development Engineer/Technologist may be required to carry and use safety gear (i.e., first aid equipment, radios, life jackets, GPS, compass, protective gloves or glasses, and maps). 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 Community Development Engineer/Technologist 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.

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 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