

Full Job Description

POSITION TITLE	Project Manager (Junior)
ORGANIZATION	Windigo First Nations Council
DEPARTMENT	Technical Unit
SUPERVISOR	Technical Unit Manager
SALARY	Commensurate of experience and qualifications
LOCATION	160 Alcona Dr. Sioux Lookout, Ontario P8T 1B3

GENERAL DUTIES:

The Project Manager (Junior) reports to the Technical Unit Manager. This position will provide project management, technical advisory services, field investigations and complete reporting to support community building/infrastructure (housing, water/sewer servicing, community facilities, etc.), economic development and overall Operations & Maintenance of the seven Windigo First Nations Council (WFNC) remote communities.

RESPONSIBILITIES:

- Overall Project Management and financial reporting for facilities and community servicing construction in the remote First Nations.
- Tender and award public sector and private funded infrastructure projects.
- Liaise between First Nation (client) and contracted professional service providers
- Asset Condition Reporting System:
 - Conducting inspections and identification of condition of on-reserve funded assets.
- First Nation Infrastructure Investment Plan (FNIIP):
 - Annual report on community proposed projects.
 - Complete any required amendments to FNIIP.
- Annual Completion Reporting:
 - Complete annual report on the capital projects completed in the WFNC communities.
- Operations and Maintenance (O&M):
 - Develop O&M awareness in the communities.
 - Develop program in conjunction with community needs.
 - Assist with annual reporting required by funders.
- Conduct preliminary surveying and field inspections including data collection.
- Make recommendations to improve policies, procedures and practices.
- Review plans and specifications.
- Conduct site visits as requested by communities to provide technical assistance.
- Assist communities in pursuing funding initiatives and grants for applicable projects.
- Prepare or arrange for technical/management training opportunities and workshops for the First Nations members.
- Assist in the day to day operations and procedures of the technical department.
- Assist technical department in project overload and provide co-workers with support as required.
- Represent the Technical Unit at community meetings.
- Interface with outside delivery agents to accomplish and prepare submissions.

QUALIFICATIONS

- Post secondary degree or diploma in a discipline pertinent to the job function such as architectural technology, building science, Civil, Mechanical, Geotechnical, Environmental Sciences, or an equivalent combination of education and experience.
- Experience in inspection, review and approval of construction as related to buildings is an asset.
- Thorough knowledge of the National Building codes, Ontario Building codes, Ontario Building Code Act, etc.
- Ability to read and interpret plans, specifications, codes and by-laws.
- Ability to use office equipment (computer, plotter, printer, binding, scanner, etc.).
- Strong knowledge of computer programs (Word, Excel, Outlook, e-mail, Adobe Acrobat, AutoCAD, ArcGIS, etc.).
- Experience in office procedures and the use and operation of office equipment.
- Able to travel when required and possess a valid Driver's License.

ASSETS

- Registered or eligible for registration in Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.) or Professional Engineers Ontario (PEO).
- Experience in business planning and funding applications.
- Project budgeting.
- Strong organizational skills.
- Good problem solving and conflict resolution skills.
- Ability to communicate effectively.
- Ability to work unsupervised.
- Research skills.
- Must be a team-player.
- Understanding of Aboriginal Cultural Traditions and practices.
- Ability to communicate in Oji-Cree an asset.

Salary will be commensurate with experience and qualifications. Comprehensive benefits package is available. The position will be reviewed after a 3-month probationary period.

Windigo First Nations Council would like to thank all applicants in advance. However, only those granted an interview will be contacted.

Deadline to apply is August 24, 2018. For more information, please contact jsalo@windigo.on.ca or call (807) 737-1585 for a complete job description, visit www.windigo.on.ca/careers

For additional information regarding Windigo First Nations Council please visit our website at www.windigo.on.ca