



CARRIER SEKANI
tribal council

Suite 200-1460 6th Ave.
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JOB POSTING

The CSTC is a Non-Profit Organization located in Prince George BC, on the traditional unceded lands of the Lheidli T'enneh, and is seeking a highly motivated individual as;

CAPITAL PROJECT PROGRAM MANAGER Technical Services Unit

Job Summary

Reporting to the General Manager, the Technical Services Unit Project Manager ensures the overall coordination and administration of all programs and services offered by CSTC, Technical Services Unit (TSU) as per the Memorandum of Understanding between Indigenous Services Canada and CSTC, with the following objectives;

- Provide ongoing technical advice to Member First Nations in support of the capital project management process.
- Provide ongoing Capital Planning Advisory Services.
- Provide assistance to Member First Nations in preparing their First Nations Infrastructure Investment Plans (FNIIP) annual updates.
- Provide assistance to Member First Nations in acquiring effective Municipal Type Services (MTS) from local municipal authorities.
- Assist member First Nations in upgrading fire equipment, specifically, acquisition and assisting in ensuring updated records/reports/equipment are current in their communities.
- Maintain a library of technical information, policies, reports and drawings.
- Provide assistance to Member First Nations in preparing and monitoring Maintenance Management Plans, including planning, performance monitoring, O&M cost tracking and control.
- Follow up with Member First Nations to see who has a Comprehensive Community Plan, who needs one, who needs to update, etc.
- To provide assistance to Member First Nations housing planning/programs.
- To update housing policy template for member FN to utilize and/or FN policies.
- To identify funding sources to pay certified building inspectors.

Purpose of the Job

Specific duties are as follows:

- Secure and maintain budgets.
- Provide assistance to liaise and consult with Band and Tribal Councils within the area to promote TSU services.
- Maintain contacts with other First Nations' agencies.
- Actively represent the interest of the TSU as they relate to the capital program to various agencies and associations locally, provincially and federally through meetings, conferences or other functions as required.

Assist Consultant Engineer

- Review and confirm project documentation to obtain capital funding.
- Review and confirm as-built drawings and/or CAIS forms to obtain Operation & Maintenance funding.
- Review designs prepared by consultants, as needed.
- Certify Asset Condition Reports to ISC, if needed.
- Professional advice to Bands on capital and maintenance items, as needed.
- Capital planning for CSTC; Assist in submission to ISC and other agencies for additional capital and O&M funding.
- Liaison with BC Environment, First Nations Health Authority, and other government agencies (i.e., environmental and health concerns with CSTC communities).

Clerical Duties:

- Maintain program filing system and update as necessary.
- Maintain library of technical reports.
- Maintain office inventory and equipment.
- Verify vendor's invoices and other project invoices and prepare for submission to the CSTC Finance Department.
- Make inquires to ISC regarding status of capital projects or other requests.
- Satisfy quarterly reporting requirements of ISC by creating and maintaining a database of all capital projects for input into Capital Project Progress Reports for quarterly reporting requirements to ISC on behalf of member Bands by staff.
- Track project status (budget versus expenditures).
- Prepare capital project invoices for submissions for the CSTC Finance Department.
- Prepare funding request submissions for maintenance training, as required.
- Create form documents (i.e., completion report, etc.) for data input on the computer.
- Prepare capital project submissions, as required.
- Attendance at CSTC meetings, as requested.

Personnel Management

- Directly coordinate support staff, contractors, engineers and maintenance personnel.
- Follow established personnel policy for all staffing actions.
- Enforcement of personnel policy and disciplinary action, as necessary.

Financial Management

- Assist in the preparation of budgets as they relate to the operation and planning of technical services with Consultant.
- Provide assistance to negotiate and secure budget amounts for all contracts and proposals.
- Review and approve all invoices, obtain all monthly and annual program revenue and expenditure statements.
- Provide assistance to ensure financial reports as required by the funding agencies are prepared and submitted.

Qualifications

The position of Technical Services Unit Project Manager requires completion of Grade 12, post-secondary education and related experience. The incumbent must possess a range of technical, managerial, and project experience and experience working with First Nations and/or of First Nations Ancestry is an asset. Strong computer skills, including knowledge of Microsoft Word, Excel, business English skills, and interpersonal skills are also required.

Conditions of Employment

- Must be able to travel a minimal amount.
- Must have access to a reliable vehicle and hold a valid driver's license.
- Full-time position, subject to annual funding.
- Must obtain and maintain a Criminal Records Check.

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be construed as an exhaustive list of all duties, responsibilities, and/or skills required of the incumbent.

Salary: \$30-\$45/hr based on education and experience.

If you are interested in this position submit a cover letter and resume by **4:30pm May 6, 2022**, to:

Carrier Sekani Tribal Council
Attention: General Manager
Suite 200 1460 6th Ave, Prince George, BC V2L 3N2
Email: generalmanager@cstc.bc.ca

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.

Preference will be given to those of Aboriginal Ancestry per Section 16 of the Canadian Human Rights Act. People of Carrier Sekani are encouraged to apply.