



EMPLOYMENT OPPORTUNITY

Technical Services Advisor Permanent-Full Time

Summary:

Under the direction of the Executive Director, the **Technical Services Advisor** plans and directs the Tribal Council Technical Services and Community Planning and Development Advisory Unit. They will advise and assist First Nations in the planning, development and implementation of major capital projects.

Duties:

- Supervising and managing a support staff of up to five (5) workers to administer Technical Services and programs
- Developing, managing and monitoring the Technical Services budget
- Co-ordinates the activities of the Housing and Inspection Services, Operations and Maintenance, Infrastructure Services, and the Fire Safety, Prevention and Training Unit support staff.
- Providing progress and activity reports for the Board of Directors, and the Membership
- Provide technical advisory services to member First Nations on Major Capital Projects; Water and Sewage systems; roads and community infrastructure services plus education facilities
- Reviewing designs at various stages to ensure they are developed in accordance with the Terms of Reference, and that it meets local, provincial, and/or federal codes, standards and guidelines
- Advising First Nations on the development of long and short-term plans related to the delivery of safe potable water, and the safe disposal of waste water
- Ensuring all project deadlines are met

Qualifications:

- Degree in the Engineering or P. Eng designation with a minimum five (5) years of experience;
- Experienced in managing and advising on construction, operation and maintenance of facilities;
- Excellent verbal and written communication skills;
- Working knowledge of various computer software including, but not restricted to: MS word, Excel, AutoCAD, Power Point and other design programs. Knowledge of GIS and GPS hardware and software would be a definite asset.
- Possess a thorough knowledge of engineering principles and practices as they related to planning, design, construction and O&M.
- Since the job duties will involve working with the member First Nations of the Bimose Tribal Council, knowledge of Anishinaabe Culture, Language and Traditions would be a definite asset.
- Ability to deal with conflict, mediate and problem solve;
- Quality of work to meet or exceed Tribal Council specifications;
- Valid driver's license, access to an insured vehicle, and willingness to travel.

Applicants must submit a cover letter, resume and three professional references. The application must be submitted by **Tuesday, October 6, 2020 at 4:00 p.m. CST.**

Please submit applications via e-mail, mail, in person, or fax to:

**Bimose Tribal Council
Attention: Sheri Ricklefs
Human Resource Manager
598 Lakeview Drive
Kenora, ON, P9N 3P7**

Telephone: (807) 468-5551 – Fax: (807) 468-3908 – email: sricklefs@bimose.ca

Late applications will not be considered

Only those applications selected for an interview will be contacted.