



# HIAWATHA FIRST NATION

## EMPLOYMENT OPPORTUNITY

**Position Title:** Infrastructure Manager  
**Posting Type:** Internal  
**Location:** Hiawatha, ON  
**Duration:** Full-Time  
**Posting Closes/Deadline:** March 2, 2020 @ 11:59 p.m.  
**Tentative Interview Date:** TBD  
**Salary Range:** \$53,244-\$59,160

### **About Us:**

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

### **Position Summary:**

The Infrastructure Manager (IFM) oversees the care and maintenance of all Hiawatha First Nation owned properties and buildings, oversees the Housing and Public Works programs and develops and coordinates capital projects, plans and operations budgets. The Infrastructure Manager would oversee contractors and consultants in all areas that deal with Infrastructure and create RFP, monitor spending and ensure that projects come in on budget. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

### **Reporting:**

This position will report directly to the First Nation Administrator and will provide direction to Public Works staff, Housing Coordinator, Custodian, Water Plant Operator, Seasonal Public Works and contractors and consultants for various projects.

### **Main Responsibilities:**

- IFM will support actions and directions of the FNA by working in a collaborative and respectful manner;
- Continually strive for new and effective approaches to fulfilling HFNC's mandate and strategic objectives;
- Oversee budgets, reporting, adhering to funding arrangement and write proposals and seek out new monies and new opportunities in the respective areas;
- Assist FNA in determining organizational short-term and long-term goals;
- Ensure that FNA is kept informed on important issues relevant to the respective area and any on-going projects or tenders and facilitates discussion and deliberation on trends, issues, problems and activities requiring their action or decision;
- Provide briefing notes, reports, documents and / or advise to the FNA on issues that may affect the Community or program delivery or services of the organization;
- Provide recommendations to FNA for the necessity of a new or revised policy as it relates to a respective area trends and best practices;
- Participate on various committees, both internal and external to Hiawatha as required.
  
- Inspire a dedicated workforce to deliver exceptional community services and shape a workplace culture founded on trust and transparency;
- Ensure the commitment of providing a high level of public service in a way that is founded by and supports cultural teachings, including the values of the 7 Grandfather teachings;
- Responsible for the effective management and evaluation of staff;
- Conduct regular meetings with team to ensure excellent communication flow with personnel and exceptional communication outward to all personnel where applicable;

- Establish, ensure compliance and adhere to management processes, policies and specific performance measures that clearly support HFN goals and strategies;
- Ensure that management and operational policies and procedures are in place to ensure the operational activities are efficient and in-line with approved budgetary allocation, and meet all legal, ethical, and legislative requirements;
- Establish and implement internal controls, policies and procedures and administrative systems to ensure that the department's day-to-day operational activities are secure, efficient and effective, and are in-line with approved strategic initiatives and budgetary allocations;
- Work with internal personnel and external funding agencies for writing proposals or conducting fundraising for the continuation in the delivery of quality programs and services;
- Develop capital projects and operations budgets by preparing and gathering data, cost estimates, funding information, attending meetings, preparing reports and communicating with the FNA, HFNC and other internal and external stakeholders;
- Develop proposals to obtain capital funding to complete identified improvements, maintenance and repairs to HFN assets;
- Monitor projects and budgets using proven project management systems, be on top of contractors and consultants, change orders and reporting to FNA/HFNC on a regular basis and when required and that all projects are finished on time and within budget;
- Assist in the developing of a capital planning process, asset planning, infrastructure planning (First Nations Infrastructure Investment Plan);
- Process financial documentation to pay bills in a timely manner for budgets and projects;
- Create Request for Proposals and tenders and be part of the committee to assess tenders/proposals and make recommendations to HFNC for hiring;
- Ensure that projects conform to legislation and industry standards and are compliant of environmental impacts and impacts to the seventh generations.
- Oversee Water Plant Operator Program;
- Oversee and secure expertise in the area of environment protection, including hunting, fishing and water.
- Other duties as assigned.

### **Requirements:**

- Post-Secondary Diploma or degree (preferred) in Engineering, Civil Engineering or another relevant degree or diploma; and
- Certification in Project Management an asset;
- Minimum five years of proven and successful related experience; in a First Nations setting preferred; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent;
- Must provide a satisfactory CPIC
- Valid Driver's License

### **Knowledge, Skills and Abilities:**

- Proven experience managing and administering a team
- Experience with computer programs (i.e. Microsoft Office, email and internet, Sage 300, etc.)
- Experience with budget and financial management
- Experience in project management
- Experience with human resource/employee relation situations
- Excellent liaison and networking skills
- Knowledge of legislation, codes and requirements in the area of buildings, construction, roads and other relevant areas
- Ability to lead a group of people and inspire positive outcomes
- Well developed interpersonal, public relations and relationship building skills
- Excellent communication (oral, electronic and written)
- Excellent organizational, time and file management skills
- Knowledge of legislation and government agencies

- Exhibits a high degree of initiative and self-direction
- Must be analytical with strong attention to detail
- Proactive problem solver with excellent conflict resolution skills
- Ability to broach difficult situations efficiently, effectively and with tact

**Personal Attributes:**

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Be an inspirational leader
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethic
- Detail oriented
- Proven ability to work with people of diverse education, cultural and language background

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation  
123 Paudash Street  
Hiawatha, ON  
K9J 0E6  
ATTN: Zachary Friar, HRC

By email: [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

By fax: 705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 15 or (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*