



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Position Title: Infrastructure Manager

Location: Hiawatha, ON

Duration: Full-Time

Posting Closes/Deadline: June 24th, 2018 at 11:59 p.m.

Tentative Interview Date: July 9-13, 2018

Salary Range: \$50,000 – \$60,000 per annum

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 638 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

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 various 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.

Main Responsibilities:

- Overseeing maintenance and protection of all HFN assets
- Being an integral part of overall team and providing leadership, guidance and assistance in planning for capital needs of the community
- Creating and overseeing budgets
- Establishing and implementing 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
- Working on capital projects and operations budgets by preparing and gathering data, cost estimates, funding information, attending meetings, preparing reports and communicating with the internal and external stakeholders, with HFN best interest a priority
- Assisting in the developing of a capital planning process, asset planning, infrastructure planning
- Creating Request for Proposals and tenders and be part of the committee to assess tenders/proposals and make recommendations to HFNC for hiring or contracting
- Ensuring that projects conform to legislation and industry standards and are compliant of environmental impacts and impacts to the seventh generations
- Promoting the vision, mission and values of Hiawatha First Nation

Requirements:

- Post-Secondary Diploma or degree (preferred) in Engineering, Civil Engineering or another relevant degree or diploma; and
- Certification in Project Management, Assets Management or Facilities Management an asset;

*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.*

- 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 clear 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, auto cad, etc.)
- Experience with budget and financial management and 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
- Able to maintain strict confidentiality
- Must provide a clear CPIC and VSS.
- Valid Driver's License and own transportation.

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Serve as a positive role model by practicing personal wellness plan
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess awareness, knowledge and sensitivity to the history and culture of HFN
- Be creative and flexible
- Demonstrate sound work ethics
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

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: Kelly Maracle, HRO

By email: hr@hiawathafn.ca

By fax: 705-295-4424

For more information about us, please check out our website 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*