



EMPLOYMENT OPPORTUNITY

The Southern First Nations Secretariat (SFNS) is seeking qualified applicants for the position of:

Technical Services Manager

(Full-Time, Permanent Position)

POSITION REPORTS TO: Executive Director

POSITIONS SUPERVISED: Technical Housing Advisor, GIS/CAD Technologist, Administrative Assistant

POSITION SUMMARY: The Technical Services Manager is responsible for the overall management of the Technical Services Department, including the delivery of engineering advisory services and any other technical services programs to SFNS' member First Nations, as appropriate.

DUTIES

Key Result Areas:

- Develop and implement annual departmental and staff work plans;
- Assist in the development of the annual budget for the Technical Services Department;
- Prepare engineering terms of references/scope of work, review proposals and drawings for construction projects;
- Attend Project Team meetings to provide sound advice and clarification on technical matters to member First Nations;
- Complete inspections and reports on the physical condition of community buildings and other infrastructure;
- Manage the Canada Mortgage and Housing Corporation (CMHC) on-reserve housing inspection program, including liaising with CMHC on behalf of the SFNS;
- Maintain membership with the Professional Engineers of Ontario (PEO); and
- Provide member First Nations with advisory services.

STATEMENT OF QUALIFICATIONS:

Basic Requirements (Mandatory & Minimum):

- Degree in Engineering (preferably Civil) from an accredited University;
- Registered Professional Engineer in the Province of Ontario; and
- Minimum of three years management experience involving other engineers/technicians.



Rated Requirements:

- Experience in preparing construction cost estimates, technical reports and evaluations;
- Significant project management experience with residential and commercial construction, preparing construction contract specifications and the tendering processes;
- Familiar with the Microsoft Office suite of products;
- Knowledge of Indigenous Services Canada (ISC) and other government agency funding processes and reporting protocols;
- Valid driver's license, access to reliable transportation and willingness to travel; and
- Willing to provide a current criminal reference check.

PHYSICAL DEMANDS:

- Sitting for long time periods in office at a desk, computer terminal, or in meetings;
- Required to drive a vehicle to perform duties; and
- Very occasional medium lifting (maximum 50 pounds).

SALARY RANGE: \$68,000 - \$80,000, as well as a benefits package, commensurate with experience.

Closing Date: Friday, May 28, 2021 at 4:00pm

Interviews are tentatively scheduled for Wednesday, June 2, 2021.

Please submit a resume with three employment references via email to:

Jennifer Whiteye, Executive Director
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Email: jenwhiteye@sfns.on.ca

Please clearly mark your subject line: "Confidential – Technical Services Manager"

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

* A full job description is available upon request.

PREFERENTIAL HIRING:

SFNS encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with SFNS' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration must self-identify.